



**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)
 FINANCE COMMITTEE MEETING**

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 ID: 907-022-494#

February 11th, 2021 8-8:45am

AGENDA

| AGENDA ITEM | SPEAKER(S) | TIME |
|---|-------------------|----------------|
| A. CALL TO ORDER | Robert Anderson | 8:00 AM |
| B. CHANGES TO ORDER OF AGENDA | | 8:01 AM |
| C. PUBLIC COMMENT | | 8:02 AM |
| <p>Persons wishing to address on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes and the total time allocated to Public Comment is fifteen minutes. If there are more than five individuals wishing to speak during Public Comment, the Chairperson may choose to draw only five speaker cards from those submitted and defer the rest of the speakers to a second Public Comment at the end of the Board meeting. In response to comments on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2) However, the Boards general policy is to refer items to staff for comprehensive action or report.</p> | | |
| D. CONSENT AGENDA | | |
| 1. Meeting minutes from January 14 th , 2021 | Sofia Recalde | 8:06 AM |
| E. REPORTING AGENDA | | |
| 1. HCH/FH Contracts CY 2020 Financial Report | Sofia Recalde | 8:10 AM |
| 2. Budget & Finance Report | Jim Beaumont | 8:20 AM |
| 3. HCH/FH Board Decision-making Practices around contracts and MOUs | Jim and Sofia | 8:30 AM |
| F. BOARD COMMUNICATIONS & ANNOUNCEMENTS | | |
| <p>Communications and Announcements are brief items from members of the Board regarding upcoming events in the community and correspondence that they have received. They are informational in nature and no action will be taken on these items at this meeting. A total of five minutes is allotted to this item. If there are additional communications and announcements, the Chairperson may choose to defer them to a second agenda item added at the end of the Board Meeting.</p> | | |
| OTHER ITEMS | | |
| 1. Next Regular Meeting March 11th, 2021; 8:00 A.M. – 8:45 A.M. Microsoft Teams Virtual Future meetings – Every 2 nd Thursday of the month (unless otherwise stated) | | |
| G. ADJOURNMENT | Robert Anderson | 8:45 AM |

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternate format for the agenda, meeting notice, or other documents that may be distributed at the meeting, should contact the HCH/FH staff at least five working days before the meeting at SMMC_HCH_FH_Program@smcgov.org in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH/FH Co-Applicant Board regular meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: <http://www.smchealth.org/meeting/hchfh-meetings>.

**Healthcare for the Homeless/Farmworker Health Program
Co-Applicant Board Finance Sub-Committee Meeting Minutes (January 14th, 2021)
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson
Eric Debode
Christian Hanson

County Staff Present

Jim Beaumont
Sofia Recalde

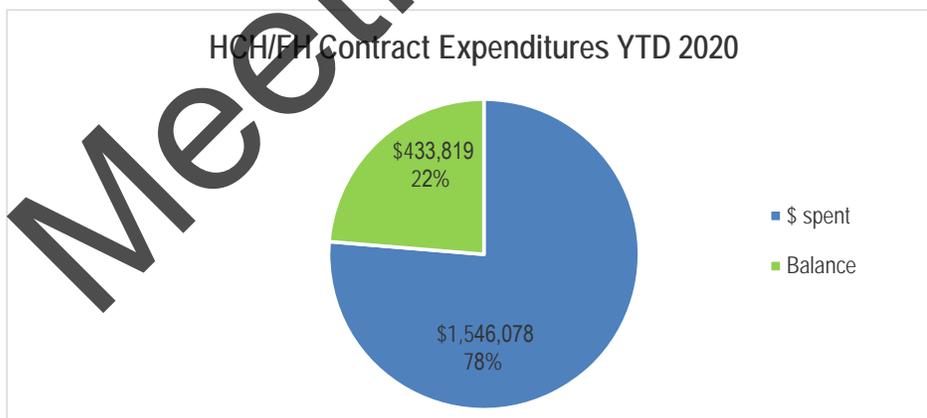
Members of the Public

| ITEM | DISCUSSION/RECOMMENDATION | ACTION |
|--|---|--|
| Call to Order | Meeting was called to order by Robert Anderson at 8:03 AM. Everyone present introduced themselves. | |
| Change to Order of the Agenda | No changes | |
| Public Comment | No Public Comment at this meeting. | |
| Closed session | No closed session | |
| Consent Agenda: Meeting Minutes from December 10th, 2020 | All items on the Consent Agenda were approved. | Consent agenda was <u>MOVED</u> by Eric Debode, <u>SECONDED</u> by Christian Hanson, <u>APPROVED</u> by all Board Members present. |
| Reporting Agenda: HCH/FH Contractor YTD Update | As of November 30, 2020, HCH/FH contracted service providers had spent 78% of the funds allocated to contractor services. The 2020 year-to-date update did not include recently acquired data from El Centro de Libertad and PPHP Mobile Clinic service rate adjustments. Once all invoices and data reports are received, staff projects that contractors will spend over 85% of contract funds in 2020. | |
| Budget & Finance Report through October 2020 | Preliminary expenditure numbers show we have expended approximately \$2,598,683 in 2020; approximately 90% of the base grant, ~75% of the Expanded Services SUD-MH Award and ~5% from our COVID awards. Staff projects an unexpended fund balance of \$577,138, including unexpended SUD-MH funding. HCH/FH expects to be able to carryover the vast majority of these funds (excluding the COVID awards, which expire in March 2021) based on HRSA's current policies. Staff will have a more complete report for the 2020 Grant Year at the February Board meeting. HCH/FH Program Director is working to get approval to fill the Program Coordinator position. | |

| | | |
|--|---|--|
| | | |
| COVID-19 supplemental funding award update | HCH/FH received 3 supplemental awards totaling \$878,720. Although some expenses have not yet been posted, the two smaller awards (\$57,581 and \$181,144) have been spent down and activities associated with the project plans are complete. Only 5% of the larger award (\$639,995) has been spent, with approximately \$500,000 remaining to be allocated. HCH/FH is in discussions with County Health to potentially support COVID-19 testing and/or vaccinations when they become available for farmworkers and people experiencing homelessness. | |
| Other Items: | None | |
| Adjournment | Meeting was adjourned at 8:40am. | |

HCH/FH Contractor Financial Progress | Jan - Nov 2020

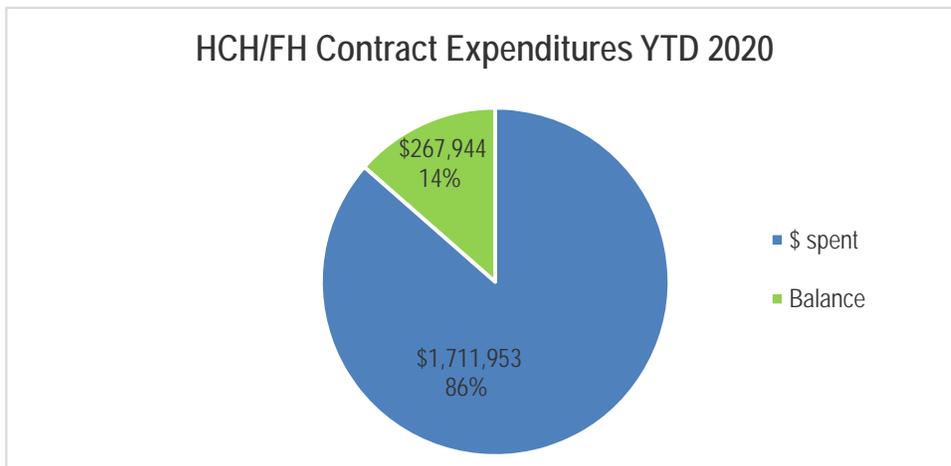
| Contractor | Contract Amount | Amount Spent | % YTD 2020 | % YTD 2019 | EOY 2019 |
|---------------------------------------|--------------------|--------------------|------------|------------|----------|
| Ayudando Latinos a Soñar (ALAS) | \$71,000 | \$54,690 | 77% | NA | NA |
| Behavioral Health & Recovery Services | \$90,000 | \$58,000 | 64% | 54% | 57% |
| El Centro de Libertad | \$73,500 | \$30,450 | 41% | 42% | 51% |
| LifeMoves | \$295,750 | \$263,755 | 89% | 94% | 99% |
| PHPP Mobile Van & Expanded Services | \$482,250 | \$312,320 | 65% | 87% | 93% |
| PHPP Street & Field Medicine | \$249,750 | \$249,750 | 100% | 100% | 100% |
| Puente de la Costa Sur | \$183,500 | \$172,350 | 94% | 85% | 96% |
| Ravenswood - Medical | \$80,757 | \$60,957 | 75% | 76% | 81% |
| Ravenswood - Dental | \$41,387 | \$34,097 | 82% | 84% | 89% |
| Ravenswood - Enabling | \$49,328 | \$25,734 | 52% | 58% | 60% |
| Samaritan House - Safe Harbor | \$81,000 | \$71,880 | 89% | 94% | 94% |
| Sonrisas Dental | \$131,675 | \$70,990 | 54% | 83% | 83% |
| StarVista | \$150,000 | \$110,250 | 74% | 76% | 79% |
| TOTAL | \$1,979,897 | \$1,546,078 | 78% | | |



HCH/FH Contractor Financial Progress | Jan - Dec 2020

| Contractor | Contract Amount | Amount Spent | % YTD 2020 | EOY 2019 |
|---------------------------------------|--------------------|--------------------|------------|----------|
| Ayudando Latinos a Soñar (ALAS) | \$71,000 | \$58,010 | 82% | NA |
| Behavioral Health & Recovery Services | \$90,000 | \$59,000 | 66% | 57% |
| El Centro de Libertad | \$73,500 | \$51,900 | 71% | 51% |
| LifeMoves | \$295,750 | \$283,705 | 96% | 99% |
| PHPP Mobile Van & Expanded Services* | \$482,250 | \$437,715 | 91% | 93% |
| PHPP Street & Field Medicine | \$249,750 | \$249,750 | 100% | 100% |
| Puente de la Costa Sur | \$183,500 | \$176,600 | 96% | 96% |
| Ravenswood - Medical | \$80,757 | \$68,657 | 85% | 81% |
| Ravenswood - Dental | \$41,387 | \$37,067 | 90% | 89% |
| Ravenswood - Enabling | \$49,328 | \$26,634 | 54% | 60% |
| Samaritan House - Safe Harbor | \$81,000 | \$77,580 | 96% | 94% |
| Sonrisas Dental | \$131,675 | \$72,135 | 55% | 83% |
| StarVista | \$150,000 | \$113,200 | 75% | 79% |
| TOTAL | \$1,979,897 | \$1,711,953 | 86% | |

* Estimate. Final invoice has not yet been received





San Mateo Medical Center
222 W 39th Avenue
San Mateo, CA 94403
650-573-2222 T
smchealth.org/smmc

DATE: February 11, 2021

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont
Director, HCH/FH Program

SUBJECT: HCH/FH PROGRAM BUDGET and FINANCIAL REPORT

Preliminary expenditure numbers for January 2021 show a total expenditure of \$350,201 of which \$331,887 is claimable against the grant. These number are inflated by the receipt of an adjustment invoice for the PPHP Mobile Clinic MOU for July through November adjustments around \$110,000. Not including the Mobile Clinic invoice reduces the grant expenditures to \$206,487, which would project out a slightly low. However, it does not appear that all contractors' December invoices have been accounted for, and the county has not finished processing some other payments and county charges at the time the numbers were run. In general, the expenditures are reasonable for the month.

We have continued to work on closing the books for GY 2020, which are not yet quite finalized. In addition, we are working through the fiscal documents required by HRSA and the necessary carry-over documents. These should be completed by the next Board meeting.

Given how early in the year we are, there is no reason to do and end-of-year projection.

Attachment:

- GY 2021 Summary Grant Expenditure Report Through 01/31/21



GRANT YEAR 2020

allocated to
SUD-MH or
IBHS

| estimate | January \$\$ | | | | |
|---|-------------------|-------------------|---------------------------------------|------------------|---|
| Details for budget estimates | Budgeted | | To Date | Projection for | Projected for GY 2021 |
| | [\$F-424] | | (01/31/21) | end of year | |
| EXPENDITURES | | | | | |
| <u>Salaries</u> | | | | | |
| Director, Program Coordinator | | | | | |
| Management Analyst ,Medical Director | | | | | |
| new position, misc. OT, other, etc. | | | | | |
| | 631,050 | 44,677 | 44,677 | 631,050 | 631,050 |
| <u>Benefits</u> | | | | | |
| Director, Program Coordinator | | | | | |
| Management Analyst ,Medical Director | | | | | |
| new position, misc. OT, other, etc. | | | | | |
| | 171,990 | 11,370 | 11,370 | 171,990 | 171,990 |
| <u>Travel</u> | | | | | |
| National Conferences (2500*8) | 25,000 | | | 25,000 | 25,000 |
| Regional Conferences (1000*5) | 5,000 | | | 5,000 | 5,000 |
| Local Travel | 1,500 | | | 1,500 | 1,500 |
| Taxis | 1,000 | | | 1,000 | 1,000 |
| Van & vehicle usage | 2,000 | | | 2,000 | 2,000 |
| | 34,500 | | 0 | 34,500 | 34,500 |
| <u>Supplies</u> | | | | | |
| Office Supplies, misc. | 12,000 | 208 | 208 | 12,000 | 12,000 |
| Small Funding Requests | | 12,541 | 12,541 | 100,000 | |
| | 12,000 | | 12,749 | 112,000 | 12,000 |
| <u>Contractual</u> | | | | | |
| 2020 Contracts | | 129,225 | 129,225 | 129,225 | |
| 2020 MOUs | | 125,400 | 125,400 | 125,400 | |
| Current 2021 MOUs | 872,000 | | | 707,000 | 872,000 |
| Current 2021 contracts | 1,034,000 | | | 979,375 | 1,034,000 |
| ES contracts (SUD-MH & IBHS) | 150,000 | | | 115,000 | 150,000 |
| ---unallocated---/other contracts | | | | | |
| | 2,056,000 | | 254,625 | 2,056,000 | 2,056,000 |
| <u>Other</u> | | | | | |
| Consultants/grant writer | 30,000 | | | 30,000 | 30,000 |
| IT/Telcom | 20,000 | 1,466 | 1,466 | 20,000 | 20,000 |
| New Automation | - | | | 0 | - |
| Memberships | 5,000 | | | 5,000 | 5,000 |
| Training | 10,000 | 7,000 | 7,000 | 10,000 | 10,000 |
| Misc | 500 | | | 500 | 500 |
| | 65,500 | | 8,466 | 65,500 | 65,500 |
| TOTAL | 2,971,040 | 331,887 | 331,887 | 3,071,040 | 2,971,040 |
| | | | | 115,000 | |
| GRANT REVENUE | | | | | |
| Available Base Grant | 2,625,049 | | | 2,625,049 | 2,691,632 |
| Carryover | 132,709 | | | 400,000 | |
| Available Expanded Services Awards ** | 317,000 | | | | 300,000 carryover |
| HCH/FH PROGRAM TOTAL | 3,074,758 | | | 3,025,049 | 2,991,632 |
| BALANCE | 103,718 | | PROJECTED AVAILABLE | (45,991) | 20,592 |
| | (213,282) | | BASE GRANT PROJECTED AVAILABLE | 69,009 | based on est. grant of \$2,678,621 before reduction |
| ** includes \$150,000 of SUD-MH (allocated) & \$167,000 for IBHS not yet allocated) | | | | | |
| Total special allocation required | \$ 138,446 | | | | |
| <u>Non-Grant Expenditures</u> | | | | | |
| Salary Overage | 13750 | 1442 | 1,442 | 13,750 | 13,750 |
| Health Coverage | 57000 | 3916 | 3,916 | 57,000 | 57,000 |
| base grant prep | - | | | | 0 |
| food | 2500 | | | 1,000 | 1,500 |
| incentives/gift cards | 1,000 | | | | 1,500 |
| | 74,250 | 5,358 | 5,358 | 71,750 | 73,750 |
| TOTAL EXPENDITURES | 3,045,290 | 337,245 | 337,245 | 3,142,790 | NEXT YEAR 3,044,790 |
| | BUDGETED | <i>This month</i> | TO DATE | PROJECTED | |