



HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)

FINANCE COMMITTEE MEETING

February 8, 2023 9:00-9:45am

**Navigation Center
 275 Blomquist street
 Redwood City, CA**

AGENDA

AGENDA ITEM	SPEAKER(S)	TIME
A. CALL TO ORDER	Robert Anderson	9:00 AM
B. CHANGES TO ORDER OF AGENDA		9:01 AM
C. PUBLIC COMMENT		9:02 AM
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.		
D. CONSENT AGENDA		
1. Meeting minutes from November 2023	Robert Anderson	9:05 AM
E. REPORTING & DISCUSSION AGENDA		
1. Director’s report – CY 2023 Budget & Finance Report	Jim Beaumont	9:10 AM
2. Management Analyst report – CY 2023 Contractor and MOU update	Gozel Kulieva	9:20 AM
F. BOARD COMMUNICATIONS & ANNOUNCEMENTS		
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.		
G. OTHER ITEMS		
H. ADJOURNMENT	Robert Anderson	9:45 AM
1. Next meetings: - May 9 th , 2024, 9:00 AM (location pending)		

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 Gozel Kulieva at least five working days before the meeting at gakulieva@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>.



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

November 9, 2023, 9:00-9:45am

Meeting Minutes

Co-Applicant Board Members	County Staff Present	Members of the Public
Robert Anderson Steve Kraft Francine Serafin Dickson (absent) Victoria Sanchez De Alba (absent)	Jim Beaumont, Program Director Gozel Kulieva, Management Analyst Meron Asfaw, Community Services Coordinator	

Agenda Item	Discussion / Recommendations	Action Items
A. Call to order	Meeting was called to order by Robert Anderson at 9:00am.	
B. Changes to order of agenda	No changes.	
C. Public comment	None	
D. Consent agenda: 1. Meeting minutes from August 2023	All items on the consent agenda were approved	Consent agenda was moved by Steve, seconded by Robert, and approved by all committee members present.
E. Reporting & Discussion agenda 1. Director's report – Q3 2022 Budget and Finance Report 2. 2022 Q3 Contractor and MOU update 3. Overview of program grants & awards	Jim Beaumont presented budget and finance report. Jim Beaumont also updated the Board on the status of the Service Area Competition (SAC) application. HRSA approved the application and the Program secured funding for the period of 2024-2026. The budget is \$2.8M in federal funding per year, broken down by Homeless and Farmworker specific allocations at 80% and 20% respectively. Gozel Kulieva reviewed the Q3 2023 performance of program contracts. Gozel Kulieva reviewed programs' existing grants and awards, including amounts, purpose, and statuses of ongoing projects.	

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4. National Association of Community Health Centers – Financial and Operational Management Conference debrief	Gozel Kulieva gave a brief summary of the conference she attended. The Conference was organized by the National Association of Community Health Centers and focused on Financial, Operational Management, and Innovation for Community Health Centers.	
F. Board communications and announcements	None	
G. Adjournment	Meeting was adjourned at 9:45 am. The next finance committee meeting is scheduled for May 9 th , 2024 in person.	Finance committee will reconvene in February 2024. Location details will be provided.

*Meeting minutes respectfully submitted by
Gozel Kulieva,
Management Analyst, Healthcare for the Homeless /Farmworker Health Program.*



DATE: February 08, 2024

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

The initial expenditure report for January 2024 shows \$185,784 in grant expenditures. As usual, this may not include any contractor payments for January and only a few December payments as we diligently attempted to get as much of December as possible posted during month-end. In addition, a number of county support charges that are captured as part of month-end processing had not been posted when the report was run. Based on past experience, this value indicates a fairly typical expenditure amount of the month for what has been reported so far, given the above.

Being this early in the year, we really don't have enough information to change any of our initial projections for spending for the grant year. Based on these projections, the Program will expend approximately \$3.3M for the 2024 Grant Year (GY). Based on the total amount authorized by HRSA and that expected to be carried over for the GY, this will leave around \$547K of unexpended funds that would be available for carryover into the 2025 GY. As the Program goes through the upcoming RFP and contracting process for the next 3 years, we will be refining the unexpended funds amount to spread it across the contract period to ensure sufficient funding for the period.

For GY 2023. The final amounts claimed against the grant were:

Salaries	\$ 716,904
Benefits	\$ 260,362
MOUs	\$ 1,514,723
Contracts	\$ 789,506
Consultant (Needs Assessment)	\$ 64,995
IT/phone	\$ 38,414
Travel	\$ 22,766
Other (supplies, training, misc.)	\$ 25,530

Total \$ 3,433,200 \$ 2,858,632 Actual GY 2023 Award

Other grant expenditures (ARPA, etc.) \$ 1,084,525
Non-grant funded expenditures \$ 140,636

Attachment:

- GY 2023 Summary Grant Expenditure Report Through 01/31/24



GRANT YEAR 2023

January \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (01/31/24)	Projection for end of year	Projected for GY 2025
EXPENDITURES					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	745,000	43,805	43,805	745,000	795,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	245,000	13,874	13,874	245,000	320,000
<u>Travel</u>					
National Conferences (2500*8)	30,000			30,000	25,000
Regional Conferences (1000*5)	10,000			10,000	5,000
Local Travel	1,500			1,500	1,000
Taxis	500			500	500
Van & vehicle usage	1,500			1,500	1,500
	43,500		0	43,500	33,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	10,000			10,000	10,000
	10,000		0	10,000	10,000
<u>Contractual</u>					
2022 Contracts		85,408	85,408	85,408	
2022 MOUs		26,571	26,571	26,571	
Current 2023 MOUs	1,200,000			1,200,000	1,100,000
Current 2023 contracts	875,000			875,000	775,000
---unallocated---/other contracts					
	2,075,000		111,979	2,186,979	1,875,000
<u>Other</u>					
Consultants/grant writer	20,000	11,908	11,908	20,000	20,000
IT/Telcom	25,000	4,011	4,011	25,000	25,000
New Automation				0	-
Memberships	7,500			7,500	7,500
Training	5,000			5,000	5,000
Misc	1,000	207	207	1,000	1,000
	58,500		16,126	58,500	58,500
TOTAL	3,177,000	185,784	185,784	3,288,979	3,091,500
<u>GRANT REVENUE</u>					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Prior Year Unexpended to Carryover	977,731		977,731	977,731	
Other					547,384 carryover
HCH/FH PROGRAM TOTAL	3,836,363		3,836,363	3,836,363	3,406,016
<u>BALANCE</u>	659,363	Available	3,650,579 Current Estimate	547,384 Projected	314,516 based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	20,000	690	690	20,000	30,000
Health Coverage	85,000	7,853	7,853	85,000	90,000
base grant prep	0			0	
food	2,500	448	448	2,500	3,000
incentives/gift cards	1,000			1,000	1,500
	108,500		8,991	108,500	124,500
TOTAL EXPENDITURES	3,285,500	194,775	194,775	3,397,479	NEXT YEAR 3,216,000



DATE: February 9th, 2024

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

FROM: Gozel Kulieva, Management Analyst

SUBJECT: Contracts Financial Progress Report 2023

Contractor Financial Progress Report

The table below provides an overview of the Health Care for the Homeless/Farmworker Health (HCH/FH) Program agreements with eight community-based providers and two County-based programs for Calendar Year 2023. Contracts are for primary care services, behavioral health, dental care services, and enabling services such as care coordination and eligibility assistance.

The following is a summary of HCH/FH Contractor financial performance from Jan – December 2023:

Contracts & Agreements Overview

Contractor	Services
Abode	Enabling Services: <ul style="list-style-type: none"> • Medical Care Coordination • Helping to establish medical home • Assisting client with scheduling and attending healthcare appointments • Transportation Assistance • Assisting client with completion and renewal eligibility benefits • Providing health related resources
ALAS Promotores Model	Enabling Services: <ul style="list-style-type: none"> • Health Navigation Assistance • Health Education Classes • Transportation Assistance
Behavioral Health & Recovery Services (BHRS)	1. Homeless Care Coordination (HCH)
	2. Homeless Engagement Assessment and Linkage (HEAL)
	3. El Centro Substance Use Services for Farmworkers and their Dependents
Life Moves	Enabling Services: <ul style="list-style-type: none"> • Medical Care Coordination • Health Insurance Assistance • Transportation Assistance • Assisting clients with scheduling and attending healthcare appointments
Public Health Policy and Planning (PHPP)	Primary Care: <ul style="list-style-type: none"> • Mobile Clinic • Street & Field Medicine

	Alcohol and Other Drug (AOD) Services <ul style="list-style-type: none"> • Counseling • Referral to services • Case management
Puente	Enabling Services: <ul style="list-style-type: none"> • Medical Care Coordination • Health Insurance Assistance • Transportation Assistance
Coastside Clinic – Saturday Dental Clinic	Dental Services
Sonrisas	Dental Services



**SAN MATEO
COUNTY HEALTH**

2023 Contract & MOU Expenditures
(Updated 01/31/2024)

Contract	Contract Amount	YTD (11/12)	% YTD (11/12)
Abode	\$ 149,999	\$ 101,124	67%
ALAS	\$ 182,200	\$ 161,343	89%
<i>Care Coordination</i>	200	183	92%
<i>Health Education Classes</i>	50	49	98%
<i>Transportation</i>	120	21	18%
<i>Staff Professional Development</i>	1	0	0%
Life Moves	\$ 350,000	\$ 350,000	100%
<i>Care Coordination</i>	400	415	104%
<i>Health Insurance Assistance</i>	75	79	105%
<i>Transportation (one way)</i>	145	262	181%
<i>Medical Visits (in person)</i>	100	220	220%
<i>Medical Visits (telehealth)</i>	20	20	100%
<i>Medical Visits (street medicine)</i>	100	107	107%
Puente	\$ 186,100	\$ 168,000	90%
<i>Care Coordination</i>	200	166	83%
<i>Health Insurance Assistance</i>	200	200	100%
<i>Transportation (round trip)</i>	250	174	70%
BHRS HCH	\$ 90,000	\$ 90,000	100%
<i>BHRS HCH Patients</i>	150	152	100%
<i>BHRS HCH Visits (Televisit)</i>		415	
<i>BHRS HCH Visits (In-person)</i>		726	
BHRS HEAL	\$ 150,000	\$ 150,000	100%
BHRS El Centro	\$ 91,469	\$ 91,469	100%
PHPP	\$ 825,000	\$ 825,000	100%
Saturday Dental Clinic	\$ 70,000	\$ 17,802	25%
Sonrisas	\$ 123,000	\$ 122,910	100%
<i>Dental Visit</i>	384	354	92%
<i>Dental Visit No-Show</i>		30	
<i>New Patients</i>		49	
TOTAL	\$ 2,217,768	\$ 2,077,648	94%