



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

FINANCE COMMITTEE MEETING - August 8, 2024

**South County Mental Health Center
 Room 100, First floor
 South County Mental Health Center
 802 Brewster Ave, Redwood City, CA 94063**

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
<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 May 2024	Robert Anderson	9:05 AM
E. REPORTING & DISCUSSION AGENDA		
1. Management Analyst report – Contracts’ Performance Q2 2024 a. University of Pacific Updates	Gozel Kulieva	9:10 AM
2. Current Grant/Funding Overview and Updates	Jim Beaumont Gozel Kulieva	9:25 AM
3. Request for Proposal – Evaluations	Jim Beaumont Gozel Kulieva	9:30 AM
4. Director’s report – Budget & Finance Report	Jim Beaumont	9:40 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>		
G. OTHER ITEMS		
H. ADJOURNMENT	Robert Anderson	9:45 AM
1. Next meetings: - Q3, 2024 - November 14 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 gkulieva@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**

May 9, 2024, 9:00-9:45am

Meeting Minutes

Co-Applicant Board Members	County Staff Present	Members of the Public
Robert Anderson Steve Kraft Absent: Francine Serafin Dickson Victoria Sanchez De Alba	Jim Beaumont, Program Director Gozel Kulieva, Management Analyst	

Agenda Item	Discussion / Recommendations	Action Items/Notes
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 February 2024	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. Management Analyst report – Contracts’ Performance Q1 2024 <ul style="list-style-type: none"> University of Pacific Updates 	Gozel Kulieva reviewed the CY 2024 Q1 performance of program contracts. All contracts are performing as expected averaging a 25% expenditure of their annual budget in the first quarter of the year. Saturday Dental Clinic at Coastsides has seen an increase in the number of patients seen and Saturday dental clinics held due to a recent addition of a new dental provider. We expect their numbers to continue increasing. Gozel updated the group that University of Pacific hired its new staff – a registered dental assistant who will be overseeing the initial clinic setup. The University continues to have challenges around hiring a dental provider resulting in the delay of service delivery.	

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<p>2. Current Grant/Funding Overview and Updates</p> <p>3. RFP</p> <p>4. Director's report –Budget and Finance Report</p>	<p>Jim and Gozel discussed the current funding opportunities from HRSA the program is preparing to apply for, including: behavioral expansion services, new access point addition, as well as expanded hour funding.</p> <p>Jim discussed services and timelines of the upcoming RFP release.</p> <p>Jim Beaumont presented budget and finance report.</p>	
<p>F. Board communications and announcements</p>	<p>None</p>	
<p>G. Adjournment</p>	<p>Meeting was adjourned at 9:45 am. The next finance committee meeting is scheduled for August 8th, 2024 in person. Location TBD.</p>	



DATE: August 8th, 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 Q2 2024

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 2024. 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 for Q2 2024

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	<p>Enabling Services:</p> <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

2024 Contract & MOU Expenditures

Updated		7/31/2024	
Contract	Contract Amount	YTD	% YTD
Abode	\$ 149,999	\$ 70,833	47%
ALAS	\$ 182,200	\$ 69,776	38%
<i>Care Coordination</i>	200	76	38%
<i>Health Education Classes</i>	50	20	40%
<i>Transportation</i>	120	66	55%
Life Moves	\$ 350,000	\$ 202,375	58%
<i>Care Coordination</i>	400	161	40%
<i>Health Insurance Assistance</i>	75	32	43%
<i>Transportation (one way)</i>	145	82	57%
<i>Medical Visits (in person)</i>	100	80	80%
<i>Medical Visits (telehealth)</i>	20	8	40%
<i>Medical Visits (street medicine)</i>	100	100	100%
Puente	\$ 173,126	\$ 91,676	53%
<i>Care Coordination</i>	200	113	57%
<i>Health Insurance Assistance</i>	160	71	44%
<i>Transportation (round trip)</i>	50	98	196%
BHRS HCH	\$ 90,000	\$ 72,600	81%
<i>BHRS HCH Patients</i>	150	121	81%
<i>BHRS HCH Visits (Televisit)</i>		276	
<i>BHRS HCH Visits (In-person)</i>		244	
BHRS HEAL	\$ 150,000	\$ 83,103	55%
BHRS El Centro	\$ 91,469	\$ 91,469	100%
PHPP	\$ 825,000	\$ 412,500	50%
PHPP AOD	\$ 127,500	\$ 63,750	50%
Saturday Dental Clinic	\$ 70,000	\$ 14,360	21%
Sonrisas	\$ 123,000	\$ 59,500	48%
<i>Dental Visit</i>	384	154	40%
<i>Dental Visit No-Show</i>		16	
<i>New Patients</i>		2	
TOTAL	\$ 2,204,794	\$ 1,168,193	53%



DATE: August 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: DIRECTOR'S REPORT & PROGRAM CALENDAR

Program activity update since July 11, 2024, Co-Applicant Board meeting.

HCH/FH submitted an application proposal for HRSA's Expanded Hours (EH) funding opportunity. If awarded, it would prospectively be \$500,000 per year for two (2) years, with the possibility of up to \$500,000 being added into our base grant going forward. HRSA expects to announce the awards in December. The object for the funding is to increase the hours of primary care services beyond those normally operated by the health center: early morning, evenings and weekends. Program developed a proposal with SMMC to stand a clinic at Coastside Clinic on Sundays. The intent is to make access better available for those farmworkers who routinely work 6 days a week and otherwise have difficulty accessing basic health care. This has been specifically mentioned and requested in sessions with farmworkers. HCH/FH committed to managing any staffing logistics that may come up, such as contracting for provider(s), hiring Extra-Help staff, etc. While this is an additional workload for the Program, it is one we believe will be able to be addressed without disruption to other efforts. Approximately 600 health centers filed initial interest applications, with around 120 expected awards.

Additionally, HRSA has potentially available New Access Point (NAP) funding. NAP funding is available to current health centers who wish to add a new, funded location/site, to current health center look-alikes (health centers that meet all HRSA compliance requirements and receive health center benefits except for not receiving any grant funding), as well as to any private non-profit or public entity that wishes to propose services to meet an otherwise unaddressed health services need. The awards are for up to \$650,000 for one year and there are only about 77 expected to be made (likely only about 7 each to either homeless or farmworker programs) and may be continued as a new 330 grant or added to current awards for current 330 recipients. This is also entirely contingent on Congress appropriating funding for these awards (not guaranteed). HCH/FH continues to look at the feasibility and appropriateness of making an application for NAP funding. Initial interest submission deadline was extended by HRSA to August 30, 2024.

The HCH/FH Behavioral Health Service Expansion grant application is currently under Technical Review with HRSA where it will be scored against the evaluation criteria established by HRSA. Awards are expected to be announced in early September.

HCH/FH is working on our required Non-Competing Continuation-Business Period Progress Report (NCC-BPR). As a reminder, this is an annual report of our progress in fulfilling our Service Area Competition (SAC) award. The submission is due by 08/16/24.





SAN MATEO COUNTY HEALTH

SAN MATEO MEDICAL CENTER

HCH/FH continues to work through issues with establishing the dental services at the Navigation Center under a contract with University of Pacific (UoP). UoP has encountered delays in securing their necessary staff, which has delayed opening of the clinic. However, August 26th has been set for the soft-opening so that some services can begin to be provided.

Program's 2025-2027 Services Request for Proposals' deadline for submission was July 31, 2024. One service stream – the Behavioral Health Services Expansion (BHSE) RFP had its deadline extended to August 15th on request of a potential vendor. Considering that the funding is still not assured, it is a new effort and outside of our routine service efforts and calls for somewhat speculative planning, Program determined that the extension was potentially beneficial to the Program. There is further discussion on the RFP, applications submitted and our proposal evaluation process elsewhere on today's Board agenda.

On the staffing front, the vacant Community Program Coordinator position with HCH/FH has been opened and applications will be accepted until 11:59 PM on August 15th. We hope to hire by late September/early October. The position announcement can be found at <https://www.governmentjobs.com/careers/sanmateo/jobs/4593855/community-program-coordinator-health-care-for-the-homeless-farmworker-health-prog>. Please help raise awareness of this opportunity with your various constituencies.

Seven Day Update

ATTACHED:

- Program Calendar



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

DATE: August 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

Preliminary grant expenditures for July 2024 total \$74,881. This amount does not include some of the routine monthly service charges from county departments as they are accounted for during the month-end closing process (which doesn't complete until around the 10th). In addition, with the early-in-the-month meeting date, almost no external expenditures have been processed as of the running of this report. For the year-to-date, expenditures total \$1,746,699.

This current projection continues to show that the Program will expend around \$3.3M for the 2024 Grant Year (GY). Based on the total amount authorized by HRSA and the amount expected to be carried over for the GY, this will leave around \$240K of unexpended funds that would be available for carryover into the 2025 GY. We are in the process of finalizing the carryover for this year and, 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.

Attachment:

- GY 2024 Summary Grant Expenditure Report Through 07/31/24



GRANT YEAR 2024

July \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (07/31/24)	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	57,403	410,497	730,000	795,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	245,000	17,342	128,002	220,000	290,000
<u>Travel</u>					
National Conferences (2500*8)	30,000		11,395	22,500	25,000
Regional Conferences (1000*5)	10,000			2,500	5,000
Local Travel	1,500			500	1,000
Taxis	500			500	500
Van & vehicle usage	1,500			1,000	1,500
	43,500		11,395	27,000	33,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	10,000	135	23,146	25,000	10,000
	10,000		23,146	25,000	10,000
<u>Contractual</u>					
2022 Contracts			185,329	185,329	
2022 MOUs			26,571	26,571	
Current 2023 MOUs	1,200,000		522,338	1,150,000	1,100,000
Current 2023 contracts	875,000		386,953	825,000	775,000
---unallocated---/other contracts					
	2,075,000		1,121,191	2,186,900	1,875,000
<u>Other</u>					
Consultants/grant writer	20,000		15,084	35,000	15,000
IT/Telcom	25,000		16,732	30,000	25,000
New Automation				0	-
Memberships	7,500		2,875	5,000	5,000
Training	5,000		4,719	7,500	5,000
Misc	1,000		13,057	25,000	25,000
	58,500		52,467	102,500	75,000
TOTAL	3,177,000	74,880	1,746,698	3,291,400	3,078,000
GRANT REVENUE					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Prior Year Unexpended to Carryover	675,000 est.		675,000	675,000	
Other					242,232 carryover
HCH/FH PROGRAM TOTAL	3,533,632		3,533,632	3,533,632	3,100,864
BALANCE	356,632	Available	1,786,934	242,232	22,864
			Current Estimate	Projected	based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	20,000	250	3,215	20,000	30,000
Health Coverage	85,000	9,057	62,995	95,000	90,000
base grant prep	0			0	
food	2,500		3,002	4,000	3,000
incentives/gift cards	1,000			1,000	1,500
	108,500		69,212	120,000	124,500
TOTAL EXPENDITURES	3,285,500	84,187	1,815,910	3,411,400	NEXT YEAR 3,202,500