



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

Microsoft Teams Meeting

Phone: (628) 212-0105 Phone Conference ID: 431 009 900#

January 12, 2023 8:00-8:45am

**AGENDA**

<b>AGENDA ITEM</b>	<b>SPEAKER(S)</b>	<b>TIME</b>
<b>A. CALL TO ORDER</b>	Robert Anderson	<b>8:00 AM</b>
<b>B. CHANGES TO ORDER OF AGENDA</b>		<b>8:01 AM</b>
<b>C. PUBLIC COMMENT</b>		<b>8:02 AM</b>
<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>		
<b>D. CONSENT AGENDA</b>		
1. Meeting minutes from December, 2023	Robert Anderson	<b>8:06 AM</b>
<b>E. REPORTING &amp; DISCUSSION AGENDA</b>		
1. Director's report - December 2022 Budget & Finance Report	Jim Beaumont	<b>8:08 AM</b>
2. New funding - HRSA Expanding COVID-19 Vaccinations (ECV)	Gozel Kulieva	<b>8:18 AM</b>
3. Next regular meeting:		
- Finalizing quarterly meeting dates & times	Gozel Kulieva	<b>8:25 AM</b>
<b>F. BOARD COMMUNICATIONS &amp; ANNOUNCEMENTS</b>		
<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>		
<b>OTHER ITEMS</b>		
<b>G. ADJOURNMENT</b>	Robert Anderson	<b>8:45 AM</b>

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](mailto: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**

[Microsoft Teams Meeting](#)  
 December 8, 2022 8:00-8:45am

**Meeting Minutes**

<b>Co-Applicant Board Members Present</b>	<b>County Staff Present</b>	<b>Members of the Public</b>
Robert Anderson Steve Kraft Francine Serafin Dickson	Jim Beaumont Gozel Kulieva	

<b>Agenda Item</b>	<b>Discussion / Recommendations</b>	<b>Action</b>
<b>A. Call to order</b>	Meeting was called to order by Robert Anderson at 8am.	
<b>B. Changes to order of agenda</b>	No changes.	
<b>C. Public comment</b>	None	
<b>D. Consent agenda: Meeting minutes from August 2022</b>	All items on the consent agenda were approved	Consent agenda was moved by Robert Anderson, seconded by Steve Kraft, and approved by all board members present
<b>E. Reporting &amp; Discussion agenda</b>		
1. Contracts & MOUs	Gozel Kulieva presented financial and service performance of program contractors and county partners for the period of January 2022 through October 2022. Most contractors are expected to meet their annual service requirements except for Abode Services.	
2. Director's report	Jim Beaumont presented November 2022 budget and finance report. The program received a notification from HRSA of the continuation of the grant award for 2023 (\$2,858,632), which should be the last of program's current award's NonCompeting Continuations. The program is expecting Service Area Competition (SAC) to be released in late spring 2023 for the 2024 grant year.	
3. HRSA Covid-19 vaccination announcement	Jim Beaumont shared that HRSA has announced a \$350 million funding package for Expanding COVID vaccination. Allocation to each health center grantee will be formula-	

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<p>4. Brown act, meeting frequency</p>	<p>based. The program anticipates an additional \$200,000 in funding.</p> <p>Gozel Kulieva reminded the board that board committee meetings are to be resumed as in-person meetings beginning with March 2023. As such, a physical location of the meetings as well as frequency need to be determined prior to March.</p> <p>Robert Anderson suggested moving finance committee meetings to quarterly and having them on the same day as the board meetings. Jim Beaumont suggested that if meetings are to take place on a quarterly basis, then meeting on the month following the quarter end will be optimal as the quarterly financial and services data will be available to review.</p> <p>The committee agreed to wait for the results of the board survey to determine timing and location of the future meetings.</p>	<p>Finance committee will reconvene in January 2023 and will continue discussions</p>
<p><b>F. Board communications and announcements</b></p>	<p>None</p>	
<p><b>G. Adjournment</b></p>	<p>Meeting was adjourned at 8:45 am. The next finance committee meeting is scheduled for January 12<sup>th</sup> 2023.</p>	

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



SAN MATEO COUNTY HEALTH

**SAN MATEO  
MEDICAL CENTER**

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San Mateo, CA 94403  
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[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: January 12,2023

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 the month total about \$143,000, putting our year-to-date expenditures at approximately \$2,300,222. This total does not include expected invoices from our County partners (OHPP, BHRS), which is expected to be substantial, plus other internal County charges. We estimate final total expenditures of expenditure just under \$2,800,000 in claimable expenditures for the year.

This projection will leave us with right around \$818,000 unexpended funding when compared to our total funds for the year. This is about 20% larger than our original budget, resulting primarily from under expenditure in salaries & benefits due to vacancies, and some under expenditure in our contracts & MOUs.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 12/31/22



GRANT YEAR 2022

December \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (11/30/22)	Projection for end of year	Projected for GY 2023
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	604,532	72,040	657,996	660,000	721,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	178,640	23,233	230,362	240,000	270,000
<u>Travel</u>					
National Conferences (2500*8)	4,000		2,623	3,000	15,000
Regional Conferences (1000*5)	2,000			500	5,000
Local Travel	500			100	1,500
Taxis	250			400	1,000
Van & vehicle usage	250			500	1,500
	7,000		2,623	4,500	24,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	3,960		3,493	4,000	10,000
	3,960		3,493	4,000	10,000
<u>Contractual</u>					
2021 Contracts			30,375		
2021 MOUs					
Current 2022 MOUs	1,245,000		475,590	1,050,000	1,100,000
Current 2022 contracts	795,000	47,374	771,755	780,000	1,000,000
---unallocated---/other contracts					
	2,040,000	47,374	1,372,468	1,830,000	2,100,000
<u>Other</u>					
Consultants/grant writer	17,000		14,090	20,000	20,000
IT/Telcom	4,200	500	17,198	28,000	30,000
New Automation				0	-
Memberships	1,500		1,249	2,000	5,000
Training	1,800			1,000	20,000
Misc			243	500	500
	24,500	500	33,280	51,500	75,500
<b>TOTAL</b>	<b>2,858,632</b>	<b>143,147</b>	<b>2,300,222</b>	<b>2,790,000</b>	<b>3,200,500</b>
<b>GRANT REVENUE</b>					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	749,838		749,838	749,838	
Available Expanded Services Awards **					818,470 carryover
HCH/FH PROGRAM TOTAL	3,608,470		3,608,470	3,608,470	3,677,102
<b>BALANCE</b>	<b>749,838</b>	<b>Available</b>	<b>1,308,248</b>	<b>818,470</b>	<b>476,602</b>
			<b>Current Estimate</b>	<b>Projected</b>	based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	1,350	9,500	15,000	20,000
Health Coverage	57,000	3,348	39,761	48,000	62,000
base grant prep	-				
food	2,500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	4,698	49,261	63,750	85,000
<b>TOTAL EXPENDITURES</b>	<b>2,932,882</b>	<b>147,845</b>	<b>2,349,483</b>	<b>2,853,750</b>	<b>NEXT YEAR 3,285,500</b>