



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

[Microsoft Teams Meeting](#)

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

July 14<sup>th</sup>, 2022 8-8:45am

**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 June 9 <sup>th</sup> , 2022   | Sofia Recalde     | <b>8:06 AM</b> |
| <b>E. REPORTING &amp; DISCUSSION AGENDA</b>   |                   |                |
| 1. Contracts & MOUs financial performance through   | Sofia Recalde     | <b>8:10 AM</b> |
| 2. June 2022 Budget & Finance Report  | Jim Beaumont      | <b>8:20 AM</b> |
| 3. Program Budget through 2024  | Sofia Recalde     | <b>8:30 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>  |                   |                |
| 1. <b>Next Regular Meeting August 11<sup>th</sup>, 2022; 8:00 A.M. – 8:45 A.M.  </b> Microsoft Teams  Virtual<br>Future meetings – Every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)  |                   |                |
| <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 at least five working days before the meeting at [SMMC\\_HCH\\_FH\\_Program@smcgov.org](mailto: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 (June 9<sup>th</sup>, 2022)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Victoria Sanchez De Alba  
Steve Kraft

County Staff Present

Jim Beaumont  
Sofia Recalde  
Meron Asfaw

Members of the Public

| ITEM   | DISCUSSION/RECOMMENDATION   | ACTION  |
|--|---|---|
| <b>Call to Order</b>   | Meeting was called to order by Robert Anderson at 8:01am. Everyone present introduced themselves.   |   |
| <b>Change to Order of the Agenda</b>   | No changes  |   |
| <b>Public Comment</b>  | None  |   |
| <b>Closed session</b>  | No closed session   |   |
| <b>Consent Agenda:</b><br>Meeting Minutes from May 12 <sup>th</sup> , 2022             | All items on the Consent Agenda were approved.  | Consent agenda was <u>MOVED</u> by Steve Kraft and <u>SECONDED</u> by Robert Anderson and <u>APPROVED</u> by all Board Members present. |
| <b>Reporting Agenda:</b><br>Contract & MOU<br>Financial Performance through April 2022 | As of April 30, 2022, 36% (\$806,104) of funds allocated to contracted services have been expended. Contracted service providers are performing as expected and staff project that ~90% of funds will be expended by the end of the year.   |   |
| May 2022 Budget & Finance Report   | Grant claimable expenditures for April 30 are ~\$165,234, for a total year-to-date estimated at ~\$1,173,533. Based on the historical flow of contract expenditures and program operations, and with some information on the County's agreements with employee bargaining units, we continue to project an estimated \$3,016,000 in claimable expenditures for the year. We estimate \$500K-\$600K in unexpended funding when compared to our Base Grant awards for the year. This is in line with the planned spend-down of the carryover funds balance. |   |
| COVID-19 supplemental funding update   | Staff reviewed the COVID-19 supplemental awards and remaining funds in the American Rescue Plan award. Staff is exploring potential projects that could be funded with the remaining funds and will present a list of potential projects to the Board at the July meeting.  |   |
| <b>Other Items:</b>  | None  |   |
| <b>Adjournment</b>   | Meeting was adjourned at 8:47am. The next Finance Committee Meeting is scheduled for July 14 <sup>th</sup> , 2022.  |   |



San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: July 14, 2022

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

Grant claimable expenditures for May 2022 total an estimated \$352,252, for a total year-to-date estimated to be \$1,525,785. Based on the historical flow of contract expenditures and program operations, we project an estimated \$3,014,000 in claimable expenditures for the year.

This projection leaves us with an estimated \$594,470 unexpended funding when compared to our Base Grant/carryover for the year. This is in line with the planned spend-down of the carryover funds balance.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 06/30/22



GRANT YEAR 2022

May \$\$

| Details for budget estimates          | Budgeted<br>[SF-424] |                  | To Date<br>(05/31/22)   | Projection for<br>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              | 53,690           | 333,417                 | 699,000                       | 721,000                               |
| <u>Benefits</u>                       |                      |                  |                         |                               |                                       |
| Director, Program Coordinator         |                      |                  |                         |                               |                                       |
| Management Analyst ,Medical Director  |                      |                  |                         |                               |                                       |
| new position, misc. OT, other, etc.   |                      |                  |                         |                               |                                       |
|                                       | 178,640              | 19,560           | 122,993                 | 255,000                       | 270,000                               |
| <u>Travel</u>                         |                      |                  |                         |                               |                                       |
| National Conferences (2500*8)         | 4,000                | 2,623            | 2,623                   | 6,000                         | 15,000                                |
| Regional Conferences (1000*5)         | 2,000                |                  |                         | 2,000                         | 5,000                                 |
| Local Travel                          | 500                  |                  |                         | 100                           | 1,500                                 |
| Taxis                                 | 250                  |                  |                         | 400                           | 1,000                                 |
| Van & vehicle usage                   | 250                  |                  |                         | 500                           | 1,500                                 |
|                                       | 7,000                |                  | 2,623                   | 9,000                         | 24,000                                |
| <u>Supplies</u>                       |                      |                  |                         |                               |                                       |
| Office Supplies, misc.                | 3,960                | 2,580            | 3,378                   | 5,000                         | 10,000                                |
| Small Funding Requests                |                      |                  |                         |                               |                                       |
|                                       | 3,960                |                  | 3,378                   | 5,000                         | 10,000                                |
| <u>Contractual</u>                    |                      |                  |                         |                               |                                       |
| 2021 Contracts                        |                      |                  | 30,375                  |                               |                                       |
| 2021 MOUs                             |                      |                  |                         |                               |                                       |
| Current 2022 MOUs                     | 1,245,000            | 214,796          | 437,238                 | 1,200,000                     | 1,100,000                             |
| Current 2022 contracts                | 795,000              | 58,919           | 585,903                 | 780,000                       | 1,000,000                             |
| ---unallocated---/other contracts     |                      |                  |                         |                               |                                       |
|                                       | 2,040,000            |                  | 1,053,516               | 1,980,000                     | 2,100,000                             |
| <u>Other</u>                          |                      |                  |                         |                               |                                       |
| Consultants/grant writer              | 17,000               |                  |                         | 10,000                        | 20,000                                |
| IT/Telcom                             | 4,200                | 84               | 9,115                   | 28,000                        | 30,000                                |
| New Automation                        |                      |                  |                         | 0                             | -                                     |
| Memberships                           | 1,500                |                  | 500                     | 2,500                         | 5,000                                 |
| Training                              | 1,800                |                  |                         | 25,000                        | 20,000                                |
| Misc                                  |                      |                  | 243                     | 500                           | 500                                   |
|                                       | 24,500               |                  | 9,858                   | 66,000                        | 75,500                                |
| <b>TOTAL</b>                          | <b>2,858,632</b>     | <b>352,252</b>   | <b>1,525,785</b>        | <b>3,014,000</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 ** |                      |                  |                         |                               | 594,470 carryover                     |
| HCH/FH PROGRAM TOTAL                  | 3,608,470            |                  | 3,608,470               | 3,608,470                     | 3,453,102                             |
| <b>BALANCE</b>                        | <b>749,838</b>       | <b>Available</b> | <b>2,082,685</b>        | <b>594,470</b>                | <b>252,602</b>                        |
|                                       |                      |                  | <b>Current Estimate</b> | <b>Projected</b>              | based on est. grant<br>of \$2,858,632 |
| <u>Non-Grant Expenditures</u>         |                      |                  |                         |                               |                                       |
| Salary Overage                        | 13,750               | 825              | 5,300                   | 16,000                        | 20,000                                |
| Health Coverage                       | 57,000               | 4,352            | 24,337                  | 53,000                        | 62,000                                |
| base grant prep                       | -                    |                  |                         |                               |                                       |
| food                                  | 2,500                |                  |                         | 750                           | 1,500                                 |
| incentives/gift cards                 | 1,000                |                  |                         |                               | 1,500                                 |
|                                       | 74,250               | 5,177            | 29,637                  | 69,750                        | 85,000                                |
| <b>TOTAL EXPENDITURES</b>             | <b>2,932,882</b>     | <b>357,429</b>   | <b>1,555,422</b>        | <b>3,083,750</b>              | <b>NEXT YEAR 3,285,500</b>            |

## June 2022 Contract & MOU Expenditures

| Contract   | Contract Amount    | Amount Spent       | % YTD 2022 | 2022 Year End Projections |            |
|--|--------------------|--------------------|------------|---------------------------|------------|
| Abode*   | \$149,999          | \$23,819           | 16%        | \$89,999                  | 60%        |
| <i>ALAS Counseling and Care Coordination (expired)</i> | \$18,720           | \$1,560            | 8%         | \$1,560                   | 8%         |
| ALAS Promotores Model                                  | \$179,480          | \$140,059          | 78%        | \$170,506                 | 95%        |
| LifeMoves  | \$350,000          | \$272,125          | 78%        | \$350,000                 | 100%       |
| Puente   | \$166,500          | \$150,570          | 90%        | \$166,500                 | 100%       |
| BHRS HCH   | \$90,000           | \$61,200           | 68%        | \$90,000                  | 100%       |
| BHRS HEAL**  | \$150,000          | \$0                | 0%         | \$75,000                  | 50%        |
| BHRS El Centro*  | \$40,000           | \$0                | 0%         | \$40,000                  | 100%       |
| PHPP Mobile Clinic & Street/Field Med                  | \$825,000          | \$412,500          | 50%        | \$825,000                 | 100%       |
| PHPP AOD Services                                      | \$127,500          | \$45,197           | 35%        | \$127,500                 | 100%       |
| Saturday Dental Clinic (Coastside Clinic)              | \$25,574           | \$11,080           | 43%        | \$20,459                  | 80%        |
| Sonrisas   | \$109,190          | \$50,630           | 46%        | \$92,812                  | 85%        |
| <b>TOTAL</b>   | <b>\$2,231,963</b> | <b>\$1,168,741</b> | <b>52%</b> | <b>\$2,049,336</b>        | <b>92%</b> |

\* Awaiting June invoices from Abode and BHRS for the El Centro work

\*\* HEAL clinician expected to start in July 2022