



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

**FINANCE COMMITTEE MEETING**

**455 County Center, Redwood City, CA 94063 (Room 101)**

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

**AGENDA**

| <b>AGENDA ITEM</b>  | <b>SPEAKER(S)</b>             | <b>TIME</b>    |
|---|-------------------------------|----------------|
| <b>A. CALL TO ORDER</b>   | Robert Anderson               | <b>9:00 AM</b> |
| <b>B. CHANGES TO ORDER OF AGENDA</b>  |                               | <b>9:01 AM</b> |
| <b>C. PUBLIC COMMENT</b>  |                               | <b>9:02 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 February 2024   | Robert Anderson               | <b>9:05 AM</b> |
| <b>E. REPORTING &amp; DISCUSSION AGENDA</b>   |                               |                |
| 1. Management Analyst report – Contracts’ Performance Q1 2024   | Gozel Kulieva                 | <b>9:10 AM</b> |
| a. University of Pacific Updates  |                               |                |
| 2. Current Grant/Funding Overview and Updates   | Gozel Kulieva                 | <b>9:25 AM</b> |
| 3. Request for Proposal – Next Steps  | Jim Beaumont<br>Gozel Kulieva | <b>9:30 AM</b> |
| 4. Director’s report – Budget & Finance Report  | Jim Beaumont                  | <b>9:40 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>G. OTHER ITEMS</b>   |                               |                |
| <b>H. ADJOURNMENT</b>   | Robert Anderson               | <b>9:45 AM</b> |
| 1. Next meetings: <ul style="list-style-type: none"> <li>- Q2, 2024 - August 8<sup>th</sup>, 2024, 9:00 AM (location pending)</li> <li>- Q3, 2024 - November 14<sup>th</sup>, 2024, 9:00 AM (location pending)</li> </ul>   |                               |                |

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](mailto: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**

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

**Meeting Minutes**

| <b>Co-Applicant Board Members</b>  | <b>County Staff Present</b>  | <b>Members of the Public</b> |
|--|--|------------------------------|
| Robert Anderson<br>Steve Kraft<br>Francine Serafin Dickson<br>Victoria Sanchez De Alba | Jim Beaumont, Program Director<br>Gozel Kulieva, Management Analyst<br>Frank Trinh, Medical Director |                              |

| <b>Agenda Item</b>   | <b>Discussion / Recommendations</b>  | <b>Action Items</b>   |
|--|--|---|
| <b>A. Call to order</b>  | Meeting was called to order by Robert Anderson at 9:30am.  |   |
| <b>B. Changes to order of agenda</b>   | No changes.  |   |
| <b>C. Public comment</b>   | None   |   |
| <b>D. Consent agenda:</b><br>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. |
| <b>E. Reporting &amp; Discussion agenda</b><br>1. Director's report –Budget and Finance Report<br><br>2. CY 2023 Contract Performance Overview | Jim Beaumont presented budget and finance report.<br><br>Gozel Kulieva reviewed the CY 2023 performance of program contracts. Victoria raised a concern regarding inability of ALAS to fully utilize their budget, specifically for transportation and for staff development categories. HCHF staff have been in ongoing communication with ALAS regarding this. | <b>ACTION:</b> Gozel will provide an update on ALAS during the next Finance meeting.                  |
| <b>F. Board communications and announcements</b>   | None   |   |
| <b>G. Adjournment</b>  | Meeting was adjourned at 9:45 am. The next finance committee meeting is scheduled for August 8 <sup>th</sup> , 2024 in person. Location TBD.   |   |

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DATE: May 9<sup>th</sup>, 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 Q1 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 Q1 2024

**Contracts & Agreements Overview**

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



# SAN MATEO COUNTY HEALTH

## 2024 Contract & MOU Expenditures

Updated

4/29/2024

| Contract                                | Contract Amount | YTD        | % YTD |
|---|-----------------|------------|-------|
| <b>Abode</b>                            | \$ 149,999      | \$ 40,309  | 27%   |
| <b>ALAS</b>                             | \$ 182,200      | \$ 43,282  | 24%   |
| <i>Care Coordination</i>                | 200             | 62         | 31%   |
| <i>Health Education Classes</i>         | 50              | 3          | 6%    |
| <i>Transportation</i>                   | 120             | 4          | 3%    |
| <b>Life Moves</b>                       | \$ 350,000      | \$ 72,225  | 21%   |
| <i>Care Coordination</i>                | 400             | 83         | 21%   |
| <i>Health Insurance Assistance</i>      | 75              | 9          | 12%   |
| <i>Transportation (one way)</i>         | 145             | 17         | 12%   |
| <i>Medical Visits (in person)</i>       | 100             | 27         | 27%   |
| <i>Medical Visits (telehealth)</i>      | 20              | 0          | 0%    |
| <i>Medical Visits (street medicine)</i> | 100             | 21         | 21%   |
| <b>Puente</b>                           | \$ 173,126      | \$ 44,946  | 26%   |
| <i>Care Coordination</i>                | 200             | 61         | 31%   |
| <i>Health Insurance Assistance</i>      | 160             | 31         | 19%   |
| <i>Transportation (round trip)</i>      | 50              | 33         | 66%   |
| <b>BHRS HCH</b>                         | \$ 90,000       | \$ 58,800  | 65%   |
| <i>BHRS HCH Patients</i>                | 150             | 98         | 65%   |
| <i>BHRS HCH Visits (Televisit)</i>      |                 | 182        |       |
| <i>BHRS HCH Visits (In-person)</i>      |                 | 153        |       |
| <b>BHRS HEAL</b>                        | \$ 150,000      | \$ 37,100  | 25%   |
| <b>BHRS EI Centro</b>                   | \$ 91,469       | \$ 91,469  | 100%  |
| <b>PHPP</b>                             | \$ 825,000      | \$ 206,250 | 25%   |
| <b>Saturday Dental Clinic</b>           | \$ 70,000       | \$ 4,338   | 6%    |
| <b>Sonrisas</b>                         | \$ 123,000      | \$ 28,700  | 23%   |
| <i>Dental Visit</i>                     | 384             | 75         | 20%   |
| <i>Dental Visit No-Show</i>             |                 | 7          |       |
| <i>New Patients</i>                     |                 | 2          |       |
| <b>TOTAL</b>                            | \$ 2,204,794    | \$ 627,419 | 28%   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Referral to services</li> <li>• Case management</li> </ul>   |
| Puente                                       | <p>Enabling Services:</p> <ul style="list-style-type: none"> <li>• Medical Care Coordination</li> <li>• Health Insurance Assistance</li> <li>• Transportation Assistance</li> </ul> |
| Coastside Clinic –<br>Saturday Dental Clinic | Dental Services   |
| Sonrisas                                     | Dental Services   |



SAN MATEO COUNTY HEALTH

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

DATE: May 09, 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 the April 11, 2024, Co-Applicant Board meeting.

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.

HRSA/BPHC has released two (2) Notices of Funding Opportunity (NOFO).

One is for Transitions in Care for Justice-Involved Populations (CJI). This is a very limited opportunity (only 51 awards out of a potential ~1,400 health centers), focused on strengthening transitions in care for individuals who will soon be released from incarceration, increasing their access to community-based, high-quality primary care services. Through this **one-time** investment, health centers will build upon existing evidence-based models to **pilot** innovative approaches that connect or reconnect justice-involved individuals reentering the community (JI-R) to in-scope health center services that address critical health and health-related social needs. The awards are for up to \$1 million across the two-year grant period. {This would be a separate award, not tied into our base grant, and would end after the two-year pilot.}

The second NOFO is for Behavioral Health Services Expansion (BHSE). This is also competitive, but with 400 awards available. The funding is for \$1.1M across two (2) years (\$500,000 operational costs each year, plus possibly up to \$100,000 in year 1 for start-up costs). This award is targeting increasing the services in both Mental Health Services **and** Alcohol and Other Drug Services. This funding would potentially roll-forward into our Base Grant (i.e., increase our total base grant funding).

Program is currently reaching out to what we believe to be those partners – in and out of county – that could support either of these awards' goals. Because it would have an ongoing impact on our base grant, we are particularly interested in the behavioral health NOFO. Initial application dates (in Grants.gov) is May 24 for the Behavioral Health Service Expansion and June 10<sup>th</sup> for the Criminal Justice Transitions application, with final applications due in HRSA's electronic handbook (EHB) by June 21<sup>st</sup> for the BHSE application and July 2<sup>nd</sup> for the CJT application. We will have an update for the Board at the June meeting.

These NOFOs are the initial outcomes from Congress passing the final appropriation bills for the 2024 federal fiscal year (October 1, 2023, to September 30, 2024/December 31, 2024). Overall, the Health Center Program saw an increase of \$400M. We anticipate hearing later in the year – possibly for action on the October to December quarter, on any additional opportunities from HRSA on their funding priorities for the remainder of Y2024. The NOFOs above appear to account for \$291M of the \$400M increase.



GRANT YEAR 2024

April \$\$

| Details for budget estimates   | Budgeted<br>[SF-424] |                | To Date<br>(04/30/24) | Projection for<br>end of year | Projected for GY 2025                 |
|--|----------------------|----------------|-----------------------|-------------------------------|---------------------------------------|
| <b>EXPENDITURES</b>  |                      |                |                       |                               |                                       |
| <u>Salaries</u>  |                      |                |                       |                               |                                       |
| Director, Program Coordinator<br>Management Analyst ,Medical Director<br>new position, misc. OT, other, etc. | 745,000              | 56,731         | 206,023               | 725,000                       | 795,000                               |
| <u>Benefits</u>  |                      |                |                       |                               |                                       |
| Director, Program Coordinator<br>Management Analyst ,Medical Director<br>new position, misc. OT, other, etc. | 245,000              | 17,722         | 65,099                | 220,000                       | 290,000                               |
| <u>Travel</u>  |                      |                |                       |                               |                                       |
| National Conferences (2500*8)  | 30,000               |                | 5,202                 | 30,000                        | 25,000                                |
| Regional Conferences (1000*5)  | 10,000               |                |                       | 5,000                         | 5,000                                 |
| Local Travel   | 1,500                |                |                       | 1,000                         | 1,000                                 |
| Taxis  | 500                  |                |                       | 500                           | 500                                   |
| Van & vehicle usage  | 1,500                |                |                       | 1,500                         | 1,500                                 |
|  | 43,500               |                | 5,202                 | 38,000                        | 33,000                                |
| <u>Supplies</u>  |                      |                |                       |                               |                                       |
| Office Supplies, misc.<br>Small Funding Requests   | 10,000               | 1,081          | 12,846                | 15,000                        | 10,000                                |
|  | 10,000               |                | 12,846                | 15,000                        | 10,000                                |
| <u>Contractual</u>   |                      |                |                       |                               |                                       |
| 2022 Contracts   |                      |                | 185,329               | 185,329                       |                                       |
| 2022 MOUs  |                      |                | 26,571                | 26,571                        |                                       |
| Current 2023 MOUs  | 1,200,000            | 264,342        | 306,488               | 1,185,000                     | 1,100,000                             |
| Current 2023 contracts   | 875,000              | 35,772         | 158,428               | 850,000                       | 775,000                               |
| ---unallocated---/other contracts  |                      |                |                       |                               |                                       |
|  | 2,075,000            |                | 676,816               | 2,246,900                     | 1,875,000                             |
| <u>Other</u>   |                      |                |                       |                               |                                       |
| Consultants/grant writer   | 20,000               |                | 11,996                | 15,000                        | 15,000                                |
| IT/Telcom  | 25,000               | 1,251          | 8,765                 | 30,000                        | 25,000                                |
| New Automation   |                      |                |                       | 0                             | -                                     |
| Memberships  | 7,500                |                |                       | 5,000                         | 5,000                                 |
| Training   | 5,000                |                |                       | 5,000                         | 5,000                                 |
| Misc   | 1,000                | 5,786          | 13,057                | 25,000                        | 1,000                                 |
|  | 58,500               |                | 33,818                | 80,000                        | 51,000                                |
| <b>TOTAL</b>   | <b>3,177,000</b>     | <b>382,685</b> | <b>999,804</b>        | <b>3,324,900</b>              | <b>3,054,000</b>                      |
| <u>GRANT REVENUE</u>   |                      |                |                       |                               |                                       |
| 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  |                      |                |                       |                               | 208,732 carryover                     |
| HCH/FH PROGRAM TOTAL   | 3,533,632            |                | 3,533,632             | 3,533,632                     | 3,067,364                             |
| <u>BALANCE</u>   |                      |                |                       |                               |                                       |
|  | 356,632              | Available      | 2,533,828             | 208,732                       | 13,364                                |
|  |                      |                | Current Estimate      | Projected                     |                                       |
|  |                      |                |                       |                               | based on est. grant<br>of \$2,858,632 |
| <u>Non-Grant Expenditures</u>  |                      |                |                       |                               |                                       |
| Salary Overage   | 20,000               | 250            | 2,340                 | 20,000                        | 30,000                                |
| Health Coverage  | 85,000               | 9,159          | 35,757                | 85,000                        | 90,000                                |
| base grant prep  | 0                    |                |                       | 0                             |                                       |
| food   | 2,500                | 300            | 1,231                 | 2,500                         | 3,000                                 |
| incentives/gift cards  | 1,000                |                |                       | 1,000                         | 1,500                                 |
|  | 108,500              |                | 39,328                | 108,500                       | 124,500                               |
| <b>TOTAL EXPENDITURES</b>  | <b>3,285,500</b>     | <b>392,394</b> | <b>1,039,132</b>      | <b>3,433,400</b>              | <b>NEXT YEAR 3,178,500</b>            |



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DATE: May 09, 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 April 2024 total \$382,685. 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 10<sup>th</sup>). For the year-to-date, expenditures total \$999,804.

This current projection continues to show that the Program will expend a little over \$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 \$208K 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.

The first quarter drawdown of grant funds based on total expenditures for the quarter (thus picking up those expenditures that may not show up in the monthly reports) has been submitted for a total of \$617,119.

Attachment:

- GY 2024 Summary Grant Expenditure Report Through 04/30/24





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Program has also been working to package the required RFP for services in 2025 through 2027 based on the Board's direction at the April meeting.

HCH/FH staff continue to engage with Epic/Integr8 implementation team to ensure that data requirements are as expected. We anticipate continued discussions throughout the implementation process leading up to "go live" on November 2<sup>nd</sup>.

#### Seven Day Update

#### ATTACHED:

- Program Calendar