

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

Co-Applicant Board Meeting Agenda

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November 12th, 2020; 9:00 - 11:00am

AGENDA	SPEAKER(S)	TAB	TIME
A. CALL TO ORDER	Brian Greenberg		9:00 AM
B. HCH/FH CHAIR, VICE CHAIR, & NEW MEMBER NOMINATIONS/ELECTION/OATH	Jim/John	Tab 1	9:03 AM
C. CHANGES TO ORDER OF AGENDA	Staff		9:20
D. PUBLIC COMMENT			9:22 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.			
E. CONSUMER INPUT <ul style="list-style-type: none"> • Local news and updates F. CLOSED SESSION <ul style="list-style-type: none"> • No closed session 	Board member(s)		9:25 AM
G. CONSENT AGENDA 1. Meeting minutes from October 8 th , 2020	Sofia Recalde	Tab 2	9:35 AM
H. BUSINESS AGENDA 1. Annual Conflict of Interest Statements & Ethics Training Reminder <ul style="list-style-type: none"> • Discussion 2. Strategic Plan Update <ul style="list-style-type: none"> • Discussion 	Jim/ John Irene Pasma	Tab 3	9:45 AM 9:50 AM
I. REPORTING AGENDA 1. QI/QA Report 2. Contract 3 rd Quarter Report 3. Finance Report 4. HCH/FH Program Director's Report	Danielle/Frank Sofia Recalde Jim Beaumont Jim Beaumont	Tab 4 Tab 5 Tab 6 Tab 7	10:10 AM 10:20 AM 10:20 AM 10:25 AM
J. BOARD PRESENTATIONS AND DISCUSSIONS 1. Grand Jury Report: <ul style="list-style-type: none"> • The report under discussion can be accessed here: http://www.sanmateocourt.org/documents/grand_jury/2019/homeless.pdf 2. COVID-19 Update <ul style="list-style-type: none"> • Farmworker Affairs Coalition Letter 	Jim Beaumont HCH/FH Staff	Tab 8	10:35 AM 10:45 AM
K. BOARD COMMUNICATIONS AND 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.			

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 HCH/FH staff at SMMC_HCH_FH_Program@smcgov.org in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. The HCH/FH Co-Applicant Board agendas are posted at least 72 hours prior to the meeting and are accessible online at: <https://www.smchealth.org/smmc-hchfh-board>. Records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The designated location for such inspection is San Mateo Medical Center, 222 W 39th Ave, San Mateo. Please contact HCH/FH staff at SMMC_HCH_FH_Program@smcgov.org with any requests.

1. Future meetings – every 2 nd Thursday of the month (unless otherwise stated)			
a. Next Regular Meeting December 10 th , 2020; 9:00AM – 11:00AM			
K. ADJOURNMENT	Brian Greenberg		11:00 AM

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TAB 1

**HCH/FH Chair, Vice
Chair, and New Member
Nominations and
Elections**



DATE: November 12th, 2020

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

FROM: Irene Pasma, Implementation Coordinator

SUBJECT: BOARD MEMBER, CHAIR AND VICE CHAIR APPROVALS/NOMINATIONS/ELECTIONS

At the November meeting, Board members will vote on a new Chair and Vice Chair. The below members have been nominated, accepted their nominations, and can be voted on at the November 12th meeting:

1. **Chair:** Steve Kraft, Victoria Sanchez de Alba, Eric Debode, Michael Hollingshead, Robert Anderson and Brian Greenberg
2. **Co-Chair:** Steve Kraft, Victoria Sanchez de Alba, Eric Debode, Michael Hollingshead, and Robert Anderson

Additional nominations or decline of a nomination can be made before the vote.

The HCH/FH Board Chair and Vice Chair positions are one-year terms and nominations/elections occur between October and November. According to Co-Applicant Board By-Laws, the Board Chair and Vice Chair elections are held annually:

Anyone may nominate from the Board membership candidates for Chair and Vice-Chair. Nominations shall be given to the Secretary. A list of nominees for Chair and Vice-Chair shall be presented to the Board in advance of its October or November meeting. A nominee may decline nomination. The Chair and Vice-Chair shall be elected annually by a majority vote of these members present and voting as the first order of business at the October or November meeting of the Board.

Section B - Term of Office

The Chair and Vice-Chair shall be elected for a term of one (1) year or, if applicable, for any portion of an unexpired term thereof, and shall be eligible for reelection for a maximum of three (3) additional terms. A term of office for an officer shall start January 1 and shall terminate December 31 of the year for which they are elected, or they shall serve until a successor is elected.

Chair

The Chair shall preside over meetings of the Board and shall perform the other specific duties prescribed by these Bylaws or that may from time to time be prescribed by the Board.

Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the latter's absence and shall provide additional duties that may from time to time be prescribed by the Board.



SAN MATEO COUNTY HEALTH
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San Mateo Medical Center
222 W. 39th Avenue
San Mateo, CA 94403
650-573-2222 T
www.sanmateomedicalcenter.org
www.facebook.com/smchealth

DATE: November 12, 2020

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

FROM: Sofia Recalde, HCH/FH Management Analyst

SUBJECT: HCH/FH BOARD NOMINATION FOR Steve Carey

The Co-Applicant Board of the HCH/FH Program may periodically elect new members to the Board as desired and in accordance with Board Bylaws.

A member of the HCH/FH Board Recruitment/Membership committee interviewed Steve Carey on October 15th. Steve brings both personal and professional experience with homelessness in San Mateo County. For the past ten years Steve has managed the Vendome, a supportive housing program for people experiencing homelessness. Steve outreaches to the local homeless population on the streets and has helped many find long term housing and medical care. In addition, Steve served on the HCH/FH Board for many years and had an excellent attendance record. Steve would like to return to the board because he has a strong desire in helping our homeless population in San Mateo County.

The Board Recruitment/Membership Committee nominates Steve Carey for a seat on the HCH/FH Co-Applicant Board.

This request is to approve Steve Carey as a new HCH/FH Board member to expand the knowledge and expertise available to the Board for its review, guidance and strategic planning functions.

ATTACHMENT:

- Steve Carey HCH/FH Board member application



**Board Recruitment Committee
Nomination to Board**

**Welcome to the San Mateo County Health Care for the Homeless/Farm Worker Health
Co-Applicant: Board Application for Board Membership.**

1. Please state your name

Steven Carey

2. Your contact information (email and phone number).

INFORMATION REDACTED

3. What city/county do you reside in?

San Mateo/ San Mateo

4. What is your place of employment and title, (if applicable)?

LifeMoves.

5. What experience and/or skills do you have that would make you an effective member of the Board?

Have been dealing with homeless solutions for ten years.

6. Briefly describe why you would like to join the HCH/FH Board

Was on the board for about 8 years and felt I had a part in its development and success.

7. Are you homeless, formerly homeless, a farmworker, retired farmworker, or a dependent of a farmworker?

Formerly homeless

We highly encourage applicants who are homeless, formerly homeless, a farmworker, retired farmworker, or a dependent of a farmworker.

The Board requires a member to be a **resident of San Mateo County.**

Federal regulations require that Board members observe the following Conflict of Interest policy: Health Center bylaws or written corporate Board-approved policy include provisions that prohibit conflict of interest by Board members, employees, consultants, and those who furnish goods or services to the health center.

TAB 2

Consent Agenda

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes (October 8, 2020)
Teams Meeting**

<p><u>Co-Applicant Board Members Present</u> Robert Anderson Steven Kraft Victoria Sanchez De Alba Eric Debode Michael Vincent Hollingshead Suzanne Moore Christian Hansen Brian Greenberg Tony Serrano Jim Beaumont, HCH/FH Program Director (Ex-Officio)</p>	<p><u>County Staff Present</u> Irene Pasma, Program Implementation Coordinator Danielle Hull, Clinical Coordinator Sofia Recalde, Management Analyst Andrea Donahue, County Counsel Frank Trinh, Program Medical Director Henrietta Williams, SMMC Financial Services Manager John Nibbelin, County Counsel</p>	<p><u>Members of the Public</u></p> <p><u>Absent Board Members/Staff:</u> Mother Champion Tayischa Deldridge</p>
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ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Brian Greenberg called the meeting to order at 9:04A.M.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
<u>Consumer Input</u> Local policies- Suzanne Moore and Victoria Sanchez de Alba	<ul style="list-style-type: none"> - A new Safe Parking program is beginning in Redwood City - Progress is being made on a LifeMoves shelter in Redwood City - Advocates from Pacifica Housing 4 All held an on-line Community Meeting on the Unhoused on 9/30/2020, with guest speakers including Anita Rees, Laura Bent, and Pastor Bains recording can be found here: Video recording can be accessed here: https://vimeo.com/463119324/ce38d98950 - Advocates met with Pacifica Resource Center Outreach Workers and Case Managers since enforcement for the Oversize Vehicle Ordinance has begun. Those in motorhomes are confused about where they can legally park. Tickets cost \$78, folks can't afford to pay. After 5 tickets they can be towed 	
Closed session	No closed session	
Consent Agenda Meeting Minutes from September 10, 2020	<p>Please refer to TAB 1</p> <p>All items on Consent Agenda (meeting minutes from September 10, 2020) were approved.</p>	<p>Request to approve Consent Agenda Amendment was MOVED by Steve K. SECONDED by Robert A.</p>

		and APPROVED by all Board members present.
<p><u>Business Agenda:</u></p> <p>Review HCH/FH Request for Proposal Budget, Evaluation Criteria, RFP Panels and Schedule</p>	<p>Recusals: Brian Greenberg, LifeMoves Tony Serrano, St. Vincent de Paul Steve Kraft, LifeMoves Eric DeBode, Abundant Grace</p> <p>HCH/FH staff walked Board Members through the PowerPoint presentation and answered several questions from Board Members. No changes to budget or evaluation criteria were requested. Board Member Christian Hansen agreed to review care navigator linked to street/mobile/NPCC RFP services.</p>	
<p>2020 Small Funding Requests</p>	<p>Please refer to TAB 2</p> <p>Recusals: Brian Greenberg, LifeMoves Tony Serrano, St. Vincent de Paul Steve Kraft, LifeMoves Eric DeBode, Abundant Grace</p> <p>The Board is in agreement with the plan to allow staff purchase certain items in bulk and distribute among interested organizations. Staff clarified the maximum an entity can apply for is up to \$10,000.</p>	
<p>2020 HCH/FH Contractor Annual Site Visits</p>	<p>Please refer to TAB 3</p> <p>HCH/FH staff walked the Board through the proposed site visit procedure for the 2020 calendar year due to COVID. Staff answered the below questions:</p> <ul style="list-style-type: none"> - Q: What is the benefit/point of doing a site visit 2 months before a contract expires? A: Because if this is a contractor who is applying for RFP, we'd want to ensure they are doing a good job before potentially awarding them a new contract - Q: Have you had problems in the past when conducting the site visits? A: Generally, no, there have not been large problems. 	<p>Request to conduct in-person site visits, extend period to perform site visits, and waive policy requirement to conduct invoice & data reporting validation for 2020 contracts <u>MOVED</u> by Suzanne <u>SECONDED</u> by Robert and APPROVED by all Board members present.</p>
<p>Board Chair/Vice Chair Election</p>	<p>Please refer to TAB 4</p> <p>The following Board Members were nominated. Voting will occur at the November Board Meeting.</p> <p>For Board Chair: Robert, Michael, Victoria, Steve, Suzanne, Eric, Brian</p>	

	<p>For Vice Chair: Robert, Michael, Victoria, Steve, Suzanne, Eric</p> <p>Per Board by-laws, and pursuant to the Brown Act, nominations can be given at this meeting (preferred), directly to staff via email, or at the November meeting. Voting will occur at the beginning of the November meeting.</p>	
<p>San Mateo County Farmworker Affairs Coalition Letter to Board of Supervisors*</p>	<p>Please refer to TAB 5</p> <p>HCH/FH Staff received a letter from a group of community members who have started to meet/join under the name of the San Mateo County Farmworker Affairs Coalition. They've requested the HCH/FH Board sign the letter addressed to Supervisor Horsley and participate in the FAC.</p> <p>The Board voted to direct HCH/FH Staff to work in conjunction with Board representative Victoria De Alba to draft and send a letter in support. The final letter will be presented to the Board at the November meeting.</p>	<p>Request to consider matters raised in the letter from SMCFAC and possible direction as to further communications in relation to the letter MOVED by Tony SECONDED by Suzanne and APPROVED by all Board members present.</p>
<p><u>Reporting Agenda:</u></p> <p>Finance Report</p>	<p>Please refer to TAB 6</p> <p>Refer to the packet. No questions/comments.</p>	
<p>HCH/FH Program Director's Report</p>	<p>Please refer to TAB 7</p> <p>A lot of staff's focus remains on the pandemic. MOU with SMMC pharmacy moving forward as is PHPP lab. We don't expect to see any additional COVID funding until after the election.</p>	
<p><u>Board Presentation/ Discussions</u></p> <p>Flu vaccines for homeless and farmworker residents</p>	<p>Typically, the County's Public Health Nurses conduct flu vaccine clinics. However, many public health nurses have been re-assigned to COVID-19 activities impacting typical flu vaccine activities.</p> <p>Dr. Trinh gave an overview of what vaccine services are available/being planned for both populations (i.e. Mobile Clinic, on-farm vaccines, etc). HCH/FH staff is following up with Coastside Clinic and the supervisor overseeing flu vaccine clinics for the County.</p>	
<p>Telehealth Update</p>	<p>HCH/FH Staff is working with Maple Street Shelter LVN and Coastside Clinic health care providers to move forward Tele-Health pilots at Maple Street and Puente, respectively. Danielle will continue giving the Board updates. What HCH/FH is proposing is new, and it takes time for people to adapt.</p> <p>HCH/FH will participate in a County Health tele-health conference to share lessons learned to date.</p>	
<p>COVID-19</p>	<p>Please refer to TAB 8</p> <p>HCH/FH Staff shared that a public COVID-19 testing strategy SMC Health released, it can be found here: https://www.smcgov.org/testing-strategy-covid-19; it sets testing goals for both homeless and farmworker populations.</p>	

	<p>Board Members asked what the infection rate for FW or homeless community is. Exact numbers unknown. Fortunately, on the homeless/shelter side we haven't seen major outbreaks. We'd like to keep it that way.</p> <p>Majority of COVID-19 cases in San Mateo County are among the Latinx community, but the rates are not greater on the coast than among other Latinx communities. Specific farmworker case rates are unknown.</p> <p>A Board Member asked about COVID-19 death rate among homeless: Dr. Trinh will follow up with Public Health Epidemiology about this question.</p>	
Announcements	<p>Announcements/Reminders:</p> <ul style="list-style-type: none"> - Complete ethics training and annual conflict of interest form <p>A Board Member mentioned they were in Pescadero the past weekend conducting food distribution and heard from families that there are new cases of COVID there. Noticed not as many people came to the pantry, presumably/potentially because people were in quarantine.</p> <p>Andrea Donahue's, County Counsel, last Board meeting is today. Thank you, Andrea for your amazing support to the Board, you'll be missed.</p>	
Adjournment	Time: 11:03am	Jim

HCH/FW PROGRAM CONSUMER INPUT

Suzanne Moore

Advocates from Pacifica Housing 4 All held an on-line Community Meeting on the Unhoused 9/30/20 which was simultaneously televised by Pacific Coast Television. The meeting featured a video which interviewed Pacificans who had lost housing and 3 speakers: Anita Rees from Pacifica Resource Center, Laura Bent from Samaritan House, and Pastor Paul Bains from Project WeHope.

- Video access: <https://vimeo.com/463119324/ce38d98950>
- the meeting can be accessed on YouTube; Pacifica Community Meeting: Homelessness 9/30/20

Advocates met with Pacifica Resource Center Outreach Workers and Case Managers since the Oversize Vehicle Ordinance is being enforced.

- Those in motorhomes are confused about where they can legally park.
- Tickets cost \$78 each. After 5, vehicles can be towed. Folks can't afford the tickets.

RFP 2020 Services

HCH/FH Board Meeting October 8th, 2020



SAN MATEO COUNTY HEALTH

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Three RFP Service Streams

**Promotores
on the North
Coast**

**Care Navigator
linked to Street
Medicine, Mobile,
and NPCC**

**Care
Coordination
linked to
newly housed**

Excluded from RFP:

- Mobile Clinic
- Street & Field Medicine
- Saturday Dental Clinic at Coastside Clinic
- Operational costs

Budget per Service Stream

Promotores in
the North
Coast

Up to \$250K

Care Navigator
linked to Street
Medicine, Mobile,
and NPCC

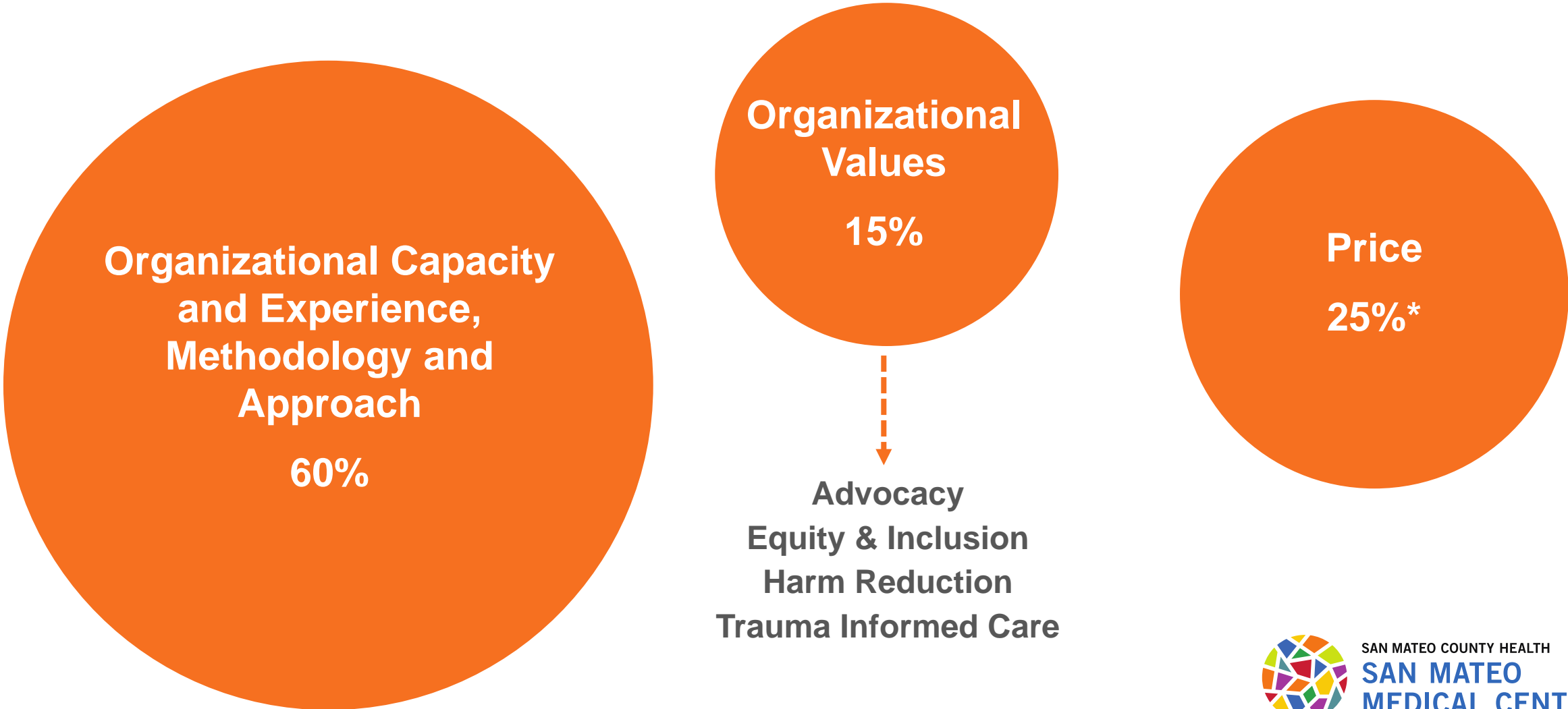
Up to \$400K

Care
Coordination
linked to newly
housed

Up to \$250K



RFP Evaluation Criteria



RFP review

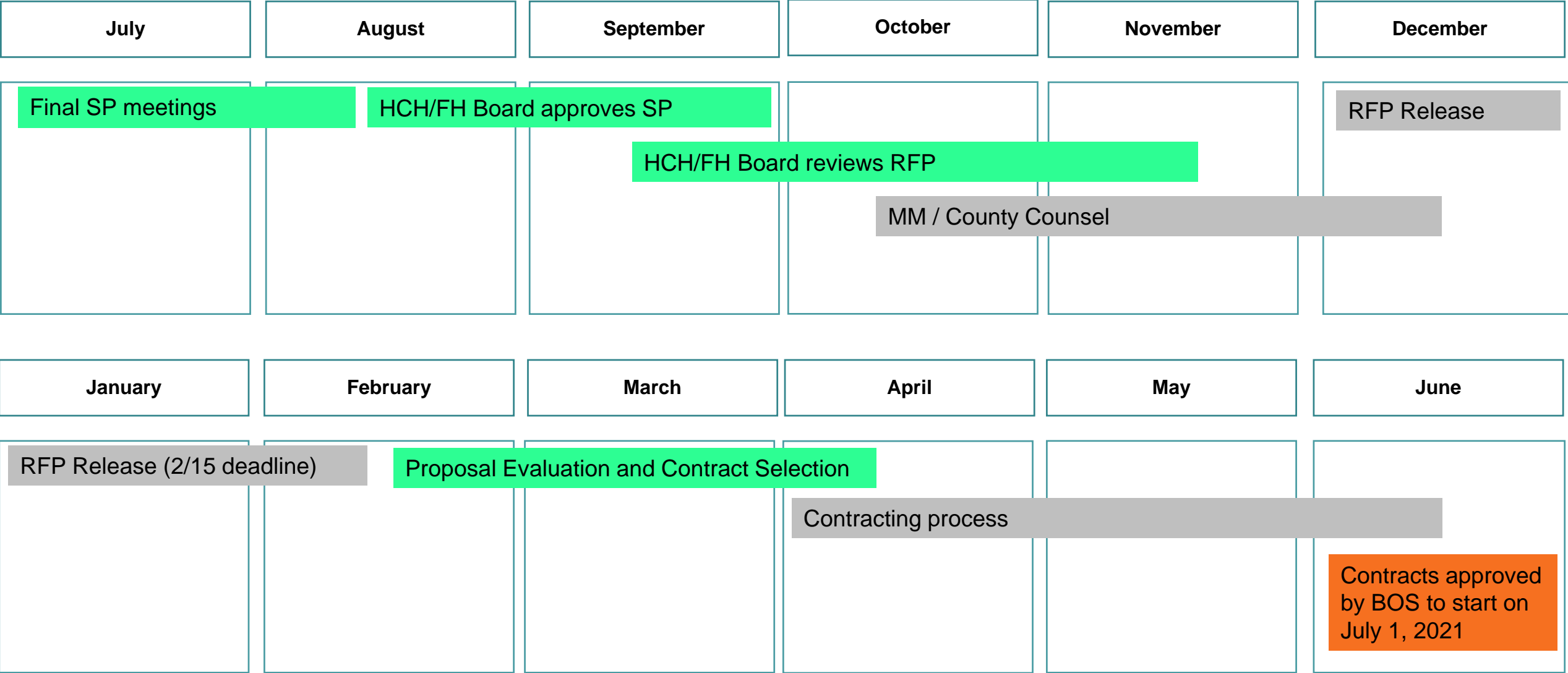
Help develop service streams and review submitted proposals

	Non-Board Member Subject Matter Experts	Board Member (1-3)
Promotores & Care Navigation	<ul style="list-style-type: none">• CRLA [TBD]• BHRS• Health Outreach Partners• HCU	<ul style="list-style-type: none">• Victoria Sanchez de Alba
Care Navigation: Street Med/ Mobile/ NPCC	<ul style="list-style-type: none">• Alameda/Contra Costa/Santa Clara HCH Med Director [TBD]• HCU	<ul style="list-style-type: none">• Suzanne Moore
Case Mgmt: Newly housed	<ul style="list-style-type: none">• Center on Homelessness• HomeBase [TBD]• Housing Department [TBD]• Whole Person Care [TBD]	<ul style="list-style-type: none">• Robert Anderson• Michael Hollingshead



Indicates Board Member activity

HCH/FH RFP timeline



Questions?

TAB 3

**Conflict of Interest
& Ethics Training**



SAN MATEO COUNTY HEALTH
**SAN MATEO
MEDICAL CENTER**

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

DATE: November 12, 2020

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

FROM: Irene Pasma, Implementation Coordinator

SUBJECT: Conflict of Interest Form and Ethics Training Reminder

Annually, Co-Applicant Board Members must complete and return a Conflict of Interest form. The Form will be provided to Board Members via email separate from the Board Packet either before the November Board Meeting or shortly after. Completed forms would need to be submitted to SMMC_HCH_FH_Program@smcgov.org.

Voting members of the Board are subject to the same conflict of interest rules and reporting requirements which are applicable to San Mateo County boards, commissions, and advisory committees. A conflict of interest is a transaction with the County of San Mateo Health System, any part of the Health System, or with any other entity in relation to which a Board member has a direct or indirect economic or financial interest.

A conflict of interest or the appearance of conflict of interest by Board members, employees, consultants, and those who furnish goods or services to the County of San Mateo Health System must be declared. Board members are required to declare any potential conflicts of interest by completing a conflict of interest declaration form.

In situations when conflict of interest exists for a member, the member shall declare and explain the conflict of interest.

Additionally, Board Members are reminded they must complete an Ethics Training course. The course can be accessed by going here: <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html> (Click on the "Local Officials Ethics Training Course" link under "For Local Officials").

The estimated time is two hours. This is a general training for public officials; not everything in the training will be applicable to the Board's current practices.

Email the Certificate of Completion to Program Staff when you have completed the training here: SMMC_HCH_FH_Program@smcgov.org.

ATTACHMENT:

- Ethics Training

Ethics and Form 700

A key responsibility of Board and Commission membership is maintaining a high standard of ethics. Members are expected to demonstrate the highest degree of principle and integrity.

Core Concept

An ethics code is a framework for day-to-day actions and decision-making by officeholders and, depending on how the code is written, an entire agency.



Ethics Code Goals

An agency usually has three ethical goals:

1. Encouraging high standards of behavior by public officials;
2. Increasing public confidence in the institutions that serve the public; and
3. Assisting public officials with decision-making.

Ethics Training

All members of Boards and Commissions that pay a stipend to any member for attending meetings and/or reimburse any expenses (e.g. parking, attending a conference, mileage etc.) must receive ethics training every two years. All members of such Board and Commissions must receive the training even if they did not personally receive a stipend or reimbursement. If you are unsure if you need to complete ethics training, please contact your Board or Commission's staff liaison. Ethics online training is available at the FPPC website: <http://www.fppc.ca.gov/>

Ethics training covers topics like:

- Laws relating to personal financial gain by public servants, including laws prohibiting conflicts of interest;
- Laws relating to claiming prerequisites of office such as gifts and travel, use of public resources or gifts of public funds, and mass mailing restrictions;
- Government transparency laws such as financial interest disclosure requirements, the Brown Act and the Public Records Act.

Conflict of Interest

All four of the following conditions must be met for a conflict to exist:

1. The individual makes, participates in or uses his or her official position to influence a governmental decision;
2. It is foreseeable that the decision will affect the individual's economic interest;
3. The effect of the decision on the individual's economic interest is material;
4. The effect of the decision on the individual's economic interest is distinguishable from the effect on the general public.

TAB 4
QI/QA
Plan



DATE: November 12th, 2020

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

FROM: Frank Trinh, Medical Director HCH/FH Program
Danielle Hull, Clinical Services Coordinator

SUBJECT: QI COMMITTEE REPORT

The San Mateo County HCH/FH Program QI/QA Committee met on Tuesday November 3rd, 2020.

- 2019 HRSA QA Award
 - The committee discussed potential uses for the \$40,105 2019 QI Award.
 - Ideas included:
 - Training and Conferences (Ongoing)
 - Gaps in services: Case management support and coordination
 - Support internal processes at SMMC (EHR upgrades, provider support and wellness, SDOH tracking)
 - Expand data capture of homeless and farmworker deaths in San Mateo County with Coroner's Office and PHPP Vital Statistics
 - Consultant for Telehealth
 - Consultant: How to better use Medi-Cal and bill for supportive services and case management
 - Salesforce EHR expansion to other shelters
 - HCH/FH Staff to do follow-up and update Committee on potential funding opportunities at next meeting in January 2021
- Telehealth Pilot
 - The QI Committee received an update and discussed HCH/FH Telehealth Pilot efforts:
 - South Coast – Pescadero
 - Meeting with Coastside Clinic staff to rework vision for telehealth pilot
 - How can telehealth augment current processes?
 - What additional service streams can leverage the equipment?
 - Would Kaiser or Sutter be interested in using this resource?
 - Maple Street Shelter – Redwood City

- Decision to set meeting with Maple Street Shelter staff and key SMMC staff
 - Will narrow population of focus to Medicare patients
 - Increased reimbursement for virtual visits with video with Medicare; no additional reimbursement for virtual visits with or without video with MediCal
- FY20 Q3 Clinical Data Review
 - The Committee reviewed performance of clinical measures of focus: Depression Screening, Cervical Cancer Screening, Diabetes A1c >9%, and Colorectal Cancer Screening. The remaining clinical measures of focus will be reviewed at the January 2021 meeting.
 - Depression Screening
 - Clinical Services Coordinator to do additional analysis of fails to find cause and create targeted actions for improvement
 - Cervical Cancer Screening
 - Potential for PHPP Mobile/Street Medicine to use HPV Self-Collection as a means of engaging a specific subset of female patients experiencing homelessness
 - Clinical Services Coordinator to collect qualitative data from female residents in shelter to determine if they would be interested in additional cervical cancer services, education, or determine other barriers in getting this procedure performed.
 - Diabetes A1c >9%
 - Noticeable increase in fails in this category; will bring this to the attention of the SMMC Primary Care Quality Group
- Reporting Pathways
 - The Committee discussed the standardization of reporting to internal or external entities to elevate the work being performed and disparity data being generated.
 - Clinical Services Coordinator will work to create quarterly summaries of data for homeless and farmworker patients and send out to entities discussed.
 - Entities potentially include SMMC Primary Care Quality Group, SMMC CEO, HPSM, and SMMC Department of Diversity, Equity, and Inclusion

TAB 6
Finance
Report



SAN MATEO COUNTY HEALTH

**SAN MATEO
MEDICAL CENTER**

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

DATE: November 12, 2020

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 expenditure numbers for October 2020 show a total expenditure of \$155,580 of which \$150,543 is claimable against the grant. For the year to date, we have expended approximately \$2,334,310 in grant funds, about 84% of our Base Grant (including carryover but not including the Expanded Services – IBHS – award) through 83% of the grant year.

Contractor expenditures appeared robust this past month for the time of year. At current rates, our contracts and MOUs will under-expend at around \$150,000 for the year. Additionally, with no National Conference expenditures, the staff vacancy and other COVID impacted activities, we currently project an unexpended balance of approximately \$302,000 at the end of the grant year. Note that HRSA does not typically allow for carryover of unexpended funds.

We continue our efforts in support of activities to address the COVID-19 pandemic; those efforts resulted in over \$180,000 in COVID award expenditures this month, mostly from testing support. We continue our efforts to provide education and testing support for the homeless and farmworkers in the County. With the unknown status of any future federal awards for COVID, and the high likelihood that we will be dealing with the pandemic for an extended period of time, having available funding (~\$650,000) is not necessarily a bad idea.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 10/31/20



GRANT YEAR 2020

allocated to
SUD-MH or
IBHS

Details for budget estimates	Budgeted [SF-424]	October \$\$	To Date (10/31/20)	Projection for end of year		Projected for GY 2021
EXPENDITURES						
<u>Salaries</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	601,000	39,072	481,514	560,000		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	8,894	117,966	136,000		171,990
<u>Travel</u>						
National Conferences (2500*8)	16,000	240	2,769	2,769		25,000
Regional Conferences (1000*5)	5,000		8,671	8,671		5,000
Local Travel	1,500	49	49	49		1,500
Taxis	1,000		789	1,500		1,000
Van & vehicle usage	1,000		314	500		2,000
	24,500		12,592	13,489		34,500
<u>Supplies</u>						
Office Supplies, misc.	10,000	3,186	8,934	15,000		12,000
Small Funding Requests			46,990	97,000		
	10,000		55,924	112,000		12,000
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	29,470	578,995	780,000		872,000
Current 2020 contracts	1,033,250	67,400	870,247	925,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000		102,050	125,000	132,250	150,000
---unallocated---/other contracts						
	2,005,250		1,639,254	1,917,962		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	8,000		30,000
IT/Telcom	10,000	2,232	19,367	28,000		20,000
New Automation				0		-
Memberships	2,500		500	2,500		5,000
Training	3,000		3,499	8,000		10,000
Misc	500			500		500
	46,000		26,960	47,000		65,500
TOTAL	2,846,750	150,543	2,334,210	2,786,451	132,250	2,971,040
GRANT REVENUE						
Available Base Grant	2,625,049			2,625,049		2,625,049
Carryover	132,709			166,213		167,000 IBHS
Available Expanded Services Awards **	317,000			297,250		302,061 carryover
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		3,094,110
BALANCE	228,008		PROJECTED AVAILABLE	302,061		123,070
	(88,992)		BASE GRANT PROJECTED AVAILABLE	137,061		based on est. grant of \$2,678,621 before reduction
** includes \$150,000 of SUD-MH (allocated) & \$167,000 for IBHS not yet allocated)						
Total special allocation required	\$ 138,446					
<u>Non-Grant Expenditures</u>						
Salary Overage	12500	1442	11,536	15,800		13,750
Health Coverage	57000	3415	29,981	39,000		57,000
base grant prep	-					0
food	2500		300	750		1,500
incentives/gift cards	1,000					1,500
	73,000	4,857	41,817	55,550		73,750
TOTAL EXPENDITURES	2,919,750	155,400	2,376,027	2,842,001	NEXT YEAR	3,044,790
	BUDGETED	<i>This month</i>	TO DATE	PROJECTED		

TAB 7
Director's
Report



DATE: November 12, 2020

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 October 08, 2020 Co-Applicant Board meeting:

Much of the Program's activities continue to be focused around 2 areas: the COVID pandemic and the Program's planned RFP.

The Program's Needs Assessment has been posted to the HCH/FH Board website (where agenda packets are posted - https://www.smchealth.org/sites/main/files/file-attachments/2019_hchfh_needs_assessment_report_final_9.1.2020.pdf?1600813874)

The Quarterly COVID Progress Reports for all three (3) awards.

The Civil Grand Jury has completed a study and posted their report titled "A Slow-Moving Catastrophe: Finding the Ill Homeless a Place to Heal" (http://www.sanmateocourt.org/documents/grand_jury/2019/homeless.pdf).

Both the Program Director and the Board Chair, along with many others, were interviewed during the course of their investigations. This interesting and engaging report is discussed elsewhere on today's agenda.

Program has started preparing for the upcoming Uniform Data System (UDS) Report. As usual, there are a few changes to the report and Program s engaged with Business Intelligence (BI) to ensure we will be in a position to accurately report our data.

Seven Day Update

ATTACHED:

- Program Calendar



TAB 8
COVID-19
Update



SAN MATEO COUNTY HEALTH
**SAN MATEO
MEDICAL CENTER**

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

DATE: November 12, 2020

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

FROM: Irene Pasma, Implementation Coordinator

SUBJECT: COVID-19 Update

Over the past month, the major COVID-19 focus areas for the program have been on the below initiatives:

1. **COVID-19 Public Service Announcement Videos:** HCH/FH, with support from Health Communications, video-taped two subject matter experts, one farmworker and one public health nurse, about the importance to socially distance, wash hands, and wear masks. The videos are not completely finalized but snippets will be shown during the Board Meeting.
2. **COVID-19 Education Materials:** Farmworker Education/Outreach materials have been finalized, printed, and being distributed to community partners and clinics. The files can be found here: <https://www.smchealth.org/coronavirus-resources>. Similar materials geared toward people experiencing homelessness are being worked on as well.
3. **COVID-19 Testing at Shelters:** supporting Public Health in conducting surveillance testing at shelters.
4. **COVID-19 Education and Testing on Farms:** continuing to keep a pulse on activities, sharing information on farm owners who would like testing or education on-site.