

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

Co-Applicant Board Meeting Agenda

Join Microsoft Teams Meeting

+1 628-212-0105 ID: 558 521 05#

October 8th, 2020; 9:00 - 11:00am

AGENDA	SPEAKER(S)	TAB	TIME
A. CALL TO ORDER	Brian Greenberg		9:00am
B. CHANGES TO ORDER OF AGENDA	Staff		
C. PUBLIC COMMENT			9:03am
<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. CONSUMER INPUT <ul style="list-style-type: none"> • Local news and updates 	Board member(s)		9:08am
E. CLOSED SESSION <ul style="list-style-type: none"> • No closed session 			
F. CONSENT AGENDA <ol style="list-style-type: none"> 1. Meeting minutes from September 10, 2020 	Sofia Recalde	Tab 1	9:18am
G. BUSINESS AGENDA <ol style="list-style-type: none"> 1) Review HCH/FH Request for Proposal (RFP) Budget, Evaluation Criteria, RFP Panels and Schedule <ul style="list-style-type: none"> • Discussion 2) 2020 Small Funding Requests <ul style="list-style-type: none"> • Discussion 3) 2020 HCH/FH Contractor Annual Site Visits <ul style="list-style-type: none"> • Request to 1) Waive the policy requirement to conduct in-person site visits and permit virtual site visits for the 2020 grant year, 2) Extend the period to perform 2020 site visits to April 30, 2021 and 3) Waive the policy requirement to conduct invoice and data reporting validation for 2020 contracts 4) Board Chair/Vice Chair Elections <ul style="list-style-type: none"> • Discussion 5) San Mateo County Farmworker Affairs Coalition (SMCFAC) Letter to San Mateo County Board of Supervisors <ul style="list-style-type: none"> • Request to consider the matters raised in the letter from SMCFAC and possible direction as to further communications in relation to the letter 	Sofia and Irene		9:20am
	Sofia and Jim	Tab 2	9:35am
	Sofia and Jim	Tab 3	9:45am
	Sofia Recalde	Tab 4	9:50am
	Jim Beaumont	Tab 5	10:00am
H. REPORTING AGENDA <ol style="list-style-type: none"> 1. Finance Report 2. HCH/FH Program Director's Report 	Jim Beaumont	Tab 6	10:10am
	Jim Beaumont	Tab 7	10:15am

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.

I. BOARD PRESENTATIONS AND DISCUSSIONS 1. Flu vaccines for homeless and farmworker residents 2. Telehealth update 3. COVID-19 update	Frank Trinh Danielle Hull Irene Pasma		10:25am 10:35am 10:45am
J. BOARD COMMUNICATIONS AND ANNOUNCEMENTS		Tab 8	
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.			
1. Future meetings – every 2 nd Thursday of the month (unless otherwise stated) a. Next Regular Meeting October 8 th , 2020; 9:00AM – 11:00AM			
K. ADJOURNMENT	Brian Greenberg		11:00am

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.

TAB 1

Consent Agenda

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes (September 10, 2020)
Teams Meeting**

Co-Applicant Board Members Present

Tayischa Deldridge
Robert Anderson
Steven Kraft
Victoria Sanchez De Alba
Eric Debode
Michael Vincent Hollingshead
Suzanne Moore
Jim Beaumont, HCH/FH Program Director (Ex-Officio)

County Staff Present

Irene Pasma, Program Implementation Coordinator
Danielle Hull, Clinical Coordinator
Sofia Recalde, Management Analyst
Andrea Donahue, County Counsel's Office
Frank Trinh, Program Medical Director
Henrietta Williams, SMMC Financial Services Manager

Members of the Public

Jeff Essex, Executive Director of El Centro
Luis Valdivias, El Centro

Absent: Brian Greenberg, Mother Champion, Tony Serrano

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Eric Debode called the meeting to order at 9:02_A.M.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
<u>Consumer Input</u> Community updates - Suzanne Moore and Victoria Sanchez de Alba	Board member Suzanne Moore provided 4 updates: <ol style="list-style-type: none"> 1. Redwood City is proceeding with Safe Parking. However, there is currently a homeless water crisis at 18 encampment locations. The city, CBOs and concerned citizens have made efforts to address the issue, but it has been inadequate. 2. The Safe Parking Pilot in Pacifica will be discussed at the 9/14 meeting. Advocates are concerned about lack of hygiene services to slow the spread of COVID-19. Homelessness is one of the top district election issues. 3. Legal aid advocates are focused on preventing evictions; loopholes have been identified that would allow evictions for causes other than disability; 4. Peninsula Solidarity Cohort, a coalition of County faith leaders, wants to honor homeless deaths on All Souls Day in November and is asking for the first names of homeless that have been lost in our county this year. Board member Victoria Sanchez de Alba informed the Board that the SMC COVID-19 Farmworker Affairs Coalition's main focus over the past several weeks has been on supporting those affected by the CZU wildfires.	
No closed session		

Consent Agenda	<p>Please refer to TAB 1</p> <p>All items on Consent Agenda (meeting minutes from August 13, 2020 and PHPP MOU) were approved.</p>	<p>Request to approve Consent Agenda and PHPP Mobile Clinic MOU Amendment was <u>MOVED</u> by Steve <u>SECONDED</u> by, Suzanne and APPROVED by all Board members present.</p>
<p><u>Business Agenda:</u></p> <p>Request to approve NCC/BPR, including Form 5A, 5B, 5C and the Program budget</p>	<p>Please refer to TAB 2</p> <p>In the years we do not submit a SAC, we submit an NCC/BPR, which we are doing this year and the Board needs to approve. The NCC/BPR was provided for the Board’s review in advance of this meeting.</p>	<p>Request to approve NCC/BPR <u>MOVED</u> by Ty <u>SECONDED</u> by, Suzanne and APPROVED by all Board members present.</p>
<p>Request to approve the QI Annual Plan 2020-2021</p>	<p>Please refer to TAB 3</p> <p>The QI/QA Sub-committee met on September 2nd to review the QI/QA 2020-2021 Plan. Staff is seeking Board approval. A few items of note:</p> <ol style="list-style-type: none"> 1. In previous years, the QI/QA plan had service utilization goals but this year’s plan is focusing on reducing health disparities. Service utilization will be closely monitored and worked in by other components of the program. 2. This QI/QA Plan includes information about what was done in 2019 to obtain the QI/QA award the Program received in 2020 3. Breast cancer screening is a new quality measure on the UDS; the QI/QA subcommittee will be monitoring this and in 2021-2022 will discuss actions/goals 4. A focus of the QI/QA subcommittee will be to standardize reporting pathways to ensure the work of QI/QA is shared with the appropriate leadership 5. Not listed in the plan, but on the QI/QA Subcommittee’s radar is data on deaths for the homeless population 	<p>Request to approve QI/QA Plan <u>MOVED</u> by Eric <u>SECONDED</u> by Michael and APPROVED by all Board members present.</p>
<p>Request to approve strategic priorities executed by HCH/FH staff and Board members</p>	<p>Please refer to TAB 4</p> <p>Staff presented a list of projects and focus areas that have been identified by the board and the Strategic Plan sub-committee as priorities to be executed by HCH/FH staff and board members over the next 3 years.</p> <p>A board member asked what the “Correctional Health Services” effort represents. This is a potential collaboration with SMC Health’s division “Correctional Health” to keep people connected to healthcare when they transition from prison/jail back into the community. Staff mentioned this should be moved from the immediate time frame to a more medium/long term goal.</p> <p>It was requested that “Defining Healthy Food” be moved to a medium-term goal versus a long-term goal.</p>	<p>Request to approve strategic priorities <u>MOVED</u> by Robert <u>SECONDED</u> by Ty and APPROVED by all Board members present.</p>
<p>Review services to be</p>	<p>Ty (Ravenswood), Eric (Abundant Grace), and Steve (LifeMoves) recused themselves.</p>	

<p>included in Request for Proposal (RFP)</p>	<p>The Board discussed the three planned RFP service streams:</p> <ol style="list-style-type: none"> 1. Promotores on the coast <ol style="list-style-type: none"> a. Board member asked how budgeting be outlined, will it be included in the RFP. Information on budgeting will be presented at the October Board Meeting. b. Board member suggested additional potential outcome measures: reduction in missed visits, number of visits c. There was discussion of how this service in the HCH/FH RFP intersects with SMMC's Contract with Puente for Community Health Workers. <ol style="list-style-type: none"> i. HCH/FH Staff are in communication with SMMC about that contract and will need to tweak the geographic focus of the service accordingly (i.e. potentially focusing it solely on Half Moon Bay) 2. Care navigator linked to street/field/mobile/NPCC <ol style="list-style-type: none"> a. No questions or comments 3. Medical case management linked to newly housed <ol style="list-style-type: none"> a. If applying organization is able to hire previously homeless individuals that is a "nice to have" but shouldn't be mandatory (previous experience is not a magic bullet) <p>Proposal Review Panel:</p> <ol style="list-style-type: none"> 1. There'll be three review panels, one for each service stream. Each panel will be a combination of board members and external subject matter experts. Appropriate recusal measures will be put in place. All board members present during this discussion volunteered to serve on one of the three panels. 	
<p><u>Reporting Agenda:</u> Finance Report</p>	<p>Please refer to TAB 4 General spending is still slower than usual due to COVID, about \$200,000 per month. We can't tell when it will pick up, but we can roll over funding.</p>	
<p>HCH/FH Program Director's Report</p>	<p>Please refer to TAB 6 Director reported that many of the updates have been discussed in other parts of this meeting, including receipt of a 2020 QI award, submission of the BPR/NCC and COVID-19 updates</p>	
<p><u>Reporting Agenda:</u> HCH/FH Needs Assessment Final Report</p>	<p>Please refer to TAB 7 Staff presented the final 2019 Needs Assessment Report.</p>	

<p><u>Board Presentation/ Discussions</u></p> <p>COVID-19 Update</p>	<p>Please refer to TAB 8</p> <p>The Board discussed whether Half Moon Bay’s COVID-19 positive case rate is higher than other parts of the County and if this has to do with farmworker exposure. The data doesn’t show that Half Moon Bay has case rates are significantly different than other parts of the County or what case rates are attributed to; however, County is putting significant efforts to providing outreach to the Latino community.</p> <p>ALAS has mobilized the community to sew a large number of masks and distributes them during the free food pick up on Saturdays outside of the local library.</p> <p>The Board asked if staff has data on coastside homeless individuals who have tested positive and whether it’s possible to be notified if that occurs. Staff does not have that data, and it is not legally possible to notify the community of a positive test (even anonymously).</p> <p>In lieu of people coming back to Pescadero from fire evacuation, Puente de la Costa Sur wanted to make testing readily available to the South Coast community. On Wednesday September 8, ninety-seven (97) people were tested. San Mateo County’s Field Medicine team was on-site to understand how the self-swab testing went. Dr. Trinh confirmed it all went smoothly and that this could be an interesting testing option in the future.</p>	
<p>Adjournment</p>	<p>Time 10:52</p>	<p>Eric DeBode</p>

HCH 9/10/20 Community Advocate Updates; Suzanne Moore

1. RWC

- a. Proceeding in establishing Safe Parking
- b. Homeless water crisis: 18 encampment locations
 - 1) Record-breaking temps (109 last week), poor air quality, water fountains/restrooms closed due to COVID
 - 2) Efforts of City, LifeMoves, One Redwood City advocates and concerned volunteers have been inadequate - estimated 1 case of water twice weekly to 5 most populated
 - 3) Possible options:
 - fire hydrant water fountains used in Cleveland 36 years (Kim Thompson, Cleveland water department) at a cost of \$25/unit,
 - Quench Buddy (mobile truck)

2. Pacifica

- a. Reported last week that PRC Safe Parking Pilot failed to move forward, and 9/14 City Council to discuss amendments w/ enforcement slated for 9/15
 - 1) Council asked city staff to seek nonprofit/private residential hosts to provide up to 2 slots for the vehicularly unhoused. Permit fee set at \$11,500 and city unwilling to waive the fee.
 - 2) PRC and City Staff are not recommending residential hosts: PRC feels unlikely to generate many hosts and it would waste both time/finances to pursue that course
- b. PRC
 - 1) has hired more outreach workers and additional case manager
 - 2) still seeking contractor for mobile waste service: one bid proved expensive - \$5000 for 4 hours
- c. Advocates remain concerned about lack of hygiene services to slow the COVID spread in the pandemic
- d. Homelessness is one of the top district election issues.

3. Legal Aid advocates are focused on preventing evictions/foreclosures and hopefully preventing increased number of homeless. Plan an education program on AB 3088 - tenant eviction

moratorium - loopholes would still allow evictions for other causes than inability to pay due to COVID

4. Peninsula Solidarity Cohort - coalition of County faith leaders, is interested in honoring homeless deaths on All Souls Day in November. Wondering if they could have the first names of homeless lost this year in our county.

TAB 2



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: October 8th, 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 and Jim Beaumont, Director

SUBJECT: 2020 Small Funding Requests

In a typical year, HCH/FH launches a Small Funding Request process towards the end of the calendar year to 1) support program partners with supplies or training that does not conform to a typical Request for Proposal process but would benefit homeless and/or farmworker help and 2) spend down available grant funds that in the past have expired at the end of the grant year (December 31).

Now that HRSA allows for carryover of unexpended funds within the grant period, spending down grant funding within the grant year is not as critical. For this reason, in addition to being short-staffed, HCH/FH is proposing a different small funding process for 2020 that will balance the desire to support partners being able to satisfy some of the homeless and farmworker's unmet needs and Program staff capacity. Staff will review prior years' requests and compile a list of supplies that can be procured through a SMMC vendor. Examples of supplies already under consideration include:

- Backpacks
- Rain gear
- Sleeping bags
- Tents
- Air purifiers
- Hygiene products
- Feminine hygiene products
- Socks
- Undergarments
- Hats
- Mittens
- First aid supplies
- Education and outreach materials

Staff will announce the availability of the supplies via email to organizations and County Health departments that received the small funding request notification in 2019. Email recipients will be asked to send us their requests for any of the supplies on the list up to \$10,000 per organization/department. Once items are procured, HCH/FH will contact organization/department staff to coordinate supplies pick-up.

This item is for discussion only.

Attachment:

- HCH/FH Small Funding Request Policy (effective 6/9/2016)

SAN MATEO COUNTY

HEALTHCARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM

Program Policy

Policy Area: Fiscal	Effective Date: 06/09/2016
Subject: Small Funding Requests	Approved Date: Revision Date: 06/09/2016
Title of Policy: HCH/FH Program Policy on Small Funding Requests	Approved by: Co-Applicant Board

1. Rationale or background to policy:

It has been found that various partner programs have occasion to identify funding needs that are unanticipated or do not conform to a typical Request for Proposal, but are of expected benefit to the health of the homeless or farmworker populations.

In addition, the HCH/FH Program has regularly found itself with available funds as the end of the grant year approached. In the past, the HCH/FH Program, under the direction of the Co-Applicant Board, has sought out one-time small scale projects that would be of benefit to the homeless or farmworker populations to expend some of this funding availability.

Rather than need to address either of the above situations on a unique basis, this policy is intended to provide the policy and authority for the HCH/FH Program to make such funding determinations.

2. Policy Statement:

The HCH/FH Co-Applicant Board hereby authorizes the HCH/FH Program to make funding decisions on small, non-direct service funding requests as herein specified and allowed.

For purposes of expending available grant funding within the grant year, the HCH/FH Program is authorized to solicit non-direct service, one-time funding requests as it deems necessary, and to otherwise have the authority to approve such requests as it sees fit in accordance with these policies.

For purposes of effective and efficient administration of the program, and to enhance the health status of the homeless and/or farmworker populations, the HCH/FH Program is hereby authorized to consider non-direct service funding requests received throughout the year, and to otherwise have the authority to approve such requests as it sees fit in accordance with these policies.

To be considered under either of the above scenarios, the funding request must be:

- for no more than \$25,000
- benefit the health of the homeless and/or farmworker population, or otherwise improve their health status or reduce future health risks
- must conform to applicable Federal requirements and restrictions
- not be for the purchase of a capital asset
- have at least 10% financial support/match from the requesting entity
- provide any substantiating information on the benefits of the request as may be required by the HCH/FH Program
- provide any and all documentation as requested from the HCH/FH Program for payment.

Note that overall project or proposal efforts may be for more than \$25,000, but the requesting agency would need to support ALL of the costs greater than \$25,000, over and above the 10% minimum cash support.

Note that non-direct service is defined to exclude direct, personal services, such as any clinical service, or individualized enabling service.

3. Procedures:

The HCH/FH Program shall establish procedures for receiving, reviewing and making funding determinations on small funding requests as described in the above policy. Such procedures may include such items as limitations on multiple requests, format of requests, time frames for responding, etc.

Reporting. The Program shall report each approved small funding request to the Co-Applicant Board at the next possible meeting of the Board. Additionally, every six months the Program shall provide to the Board a summary of the status of the small funding requests from the prior 6-12 months.

Approved _____

Board Chair

Program Director

TAB



DATE: October 8th, 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 and Jim Beaumont, Director

SUBJECT: REQUEST FOR THE BOARD TO WAIVE THE POLICY REQUIREMENT TO CONDUCT IN PERSON SITE VISITS AND PERMIT VIRTUAL SITE VISITS FOR THE 2020 GRANT YEAR, EXTEND THE PERIOD TO PERFORM 2020 SITE VISITS TO APRIL 30, 2021, AND WAIVE THE POLICY REQUIREMENT TO CONDUCT INVOICE AND DATA REPORTING VALIDATION FOR 2020 CONTRACTS

In accordance with the HCH/FH Contract Oversight Policy, HCH/FH staff monitors and evaluates contractor performance for all executed contracts, which includes:

- On a quarterly basis staff shall report to the Board on contractor utilization, cost and quality;
- As indicated by invoices and/or reported data, staff shall confer/negotiate with contractors to achieve performance goals and insure data accuracy and integrity;
- On at least an annual basis, staff shall conduct an on-site visit to each contractor to determine compliance with contract terms and validate invoice and data reporting. In subrecipient arrangements, staff confirms compliance with Section 330 (g & h) Requirements.
- Results of site visits shall be reported to the Co-Applicant Board. If the Board determines additional action is required, the Board shall direct program staff to take such action.

Due the COVID-19 pandemic and the inability to conduct in-person site visits, staff has been unable to comply with the above stated policy. In addition, all current contracts have been extended to June 30, 2021.. Program plans to schedule virtual site visits between November 2020 and April 2021 and focus on a qualitative compliance review. Due to security concerns related to sharing client data virtually, HCH/FH is seeking a waiver to the invoice and data reporting validation portion of the annual site visit.

This request is for the Board to 1) waive the policy requirement to conduct in person site visits and permit virtual site visits for the 2020 grant year, 2) Extend the period to perform 2020 site visits to April 30, 2021, and 3) waive the policy requirement to conduct invoice and data reporting validation for 2020 contracts.

Attachment:

- HCH/FH Contract Oversight Policy (updated 7/21/2016)

SAN MATEO COUNTY

HEALTHCARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM

Program Policy

Policy Area: Contracts/Agreements	Effective Date: December 11, 2014
Subject: Oversight of Program Contracts, MOUs and Other Agreements	Approved Date: December 11, 2014 Revision Date: July 21, 2016
Title of Policy: Contract Oversight	

1. Rationale or background to policy:

As part of insuring the access to and delivery of primary medical care services and other health services to the homeless and farmworker populations, there may occur instances when the most appropriate, cost effective manner to do so is through a contract, Memorandum of Understanding, or other form of an Agreement. To that end, it is incumbent on the HCH/FH Program to insure that such contracts or agreements perform effectively as intended, appropriately bill for services rendered and account for billed services, and meet all appropriate HRSA requirements.

Reflective of this is the HRSA 330 Program Requirement for Contractual/Agreement Oversight, including mechanisms to exercise oversight and appropriate procurement of the agreements.

2. Policy Statement:

It is the policy of the San Mateo County HCH/FH Program to identify and approve, as appropriate and necessary, contracts with health care and enabling service providers who can provide accessible, high quality and cost-effective Section 330 required and additional services for the homeless and farmworker populations in San Mateo County. Further, it is the policy of the Program to oversee all contracts in accordance with Section 330 (g & h) Requirements in order to ensure that services are provided with accessible hours, without regard for ability to pay, with a sliding fee discount program, and that contracted providers report valid data on program costs, service utilization, quality and all required UDS reporting data. Should the Program decide to enter into a subrecipient agreement the Program will provide oversight to ensure the subrecipient(s) comply with all Section 330 (g & h) Requirements. Contracts and/or subrecipient agreements are executed by San Mateo County in accordance with the County's Procurement and Purchasing Policies and Procedures which incorporate and/or exceed Federal Procurement Requirements. This specifically includes San Mateo County Administrative Memorandum B-1, which includes requirements for efforts to solicit proposals from small businesses, women and minority owned businesses. The Board specifically endorses and supports these efforts as policy of the HCH/FH Program

3. Procedures:

In accordance with the Board's approved Program Sites, Services and Hours, and the Board approved Strategic and Tactical Plans, as necessary or requested by the Board, the staff shall prepares an analysis of the Program's capabilities to provide for the necessary and planned services as determined by needs assessment, input from patients, including on the optimal locations, hours, and services for migrant and homeless populations; utilization; quality; and performance measure data.

To the extent that the services may best be delivered by another entity, the staff analysis will include recommendations for contracts or agreements with community based organizations and/or public agencies, including proposed scope of work, payment terms, required reporting and proposed monitoring/evaluation measures for each contracted entity to the Co-Applicant Board for approval. As part of the recommendation, Program will inform the Board if they believe the agreement is a contract or a sub-recipient agreement. As part of their approval, the Board shall make their final determination on if the agreement is a contract or a sub-recipient agreement.

Upon Board's approval, the program staff shall secure the agreements as approved by the Board, utilizing San Mateo County procurement processes. Any changes in Board-approved contracts resulting from the procurement process are reported to the Co-Applicant Board for approval.

Staff shall maintain a file of all current contracts, invoices, payments, and performance and data reports. Staff shall implements monitoring and evaluation processes for all executed contracts. These shall include, at a minimum:

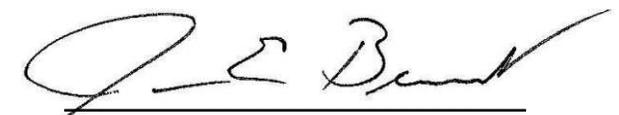
- On a quarterly basis staff shall report to the Board on contractor utilization, cost and quality;
- As indicated by invoices and/or reported data, staff shall confer/negotiate with contractors to achieve performance goals and insure data accuracy and integrity;
- On at least an annual basis, staff shall conduct an on-site visit to each contractor to determine compliance with contract terms and validate invoice and data reporting. In subrecipient arrangements, staff confirms compliance with Section 330 (g & h) Requirements.
- Results of site visits shall be reported to the Co-Applicant Board. If the Board determines additional action is required, the Board shall direct program staff to take such action.

Approved 07/21/16



Board Chair

Date: 07/21/16



Program Director

Date: 07/21/16

TAB



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: October 8th, 2020

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

FROM: Sofia Recalde, Management Analyst

SUBJECT: BOARD CHAIR AND VICE CHAIR NOMINATIONS

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.

Board members may make a nomination at a meeting or via email to Board staff. Elections will occur at the November Board meeting.

TAB



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: October 8th, 2020

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

FROM: Jim Beaumont, Director

SUBJECT: CONSIDERATION OF MATTERS RAISED IN LETTER FROM THE SAN MATEO COUNTY FARMWORKER AFFAIRS COALITION (SMCFAC) AND POSSIBLE DIRECTION AS TO FURTHER COMMUNICATIONS IN RELATION TO THE LETTER.

A group of concerned and interested citizens and community programs has joined together to form the San Mateo County Farmworker Affairs Coalition (SMCFAC). They have requested the HCH/FH Board/Program join in signing a letter of introduction for the group to the San Mateo County Board of Supervisors. In addition, they have invited the Program's participation in the Coalition.

This request is for the Board to consider the matters raised in the letter from SMCFAC and to receive direction, if any, as to further communications in relation to the letter. A majority of the HCH/FH Board is required to approve any action taken by the Board related to the letter from SMCFAC.

Attachment:

- Letter from San Mateo County Farmworker Affairs Coalition to the San Mateo County Board of Supervisors

DRAFT

October 5, 2020

Supervisor Don Horsley
County of San Mateo Board of Supervisors
400 County Center
Redwood City, California 94063

CC: Manager Mike Callagy
County of San Mateo County Manager's Office
400 County Center, 1st Floor
Redwood City, California 94063

Dear Supervisor Horsley,

We represent a new coalition of citizens and community representatives seeking to address the specific needs of our San Mateo County farmworker community risking their lives feeding our nation during the current global Covid-19 pandemic. Our Covid-19 Farmworker Affairs Coalition is made up of community organizations serving the farmworker community, agricultural advisory committee members, and dedicated citizens who are all passionate about coordinating services and resources to support farmworkers and their families as well as the entire agricultural community.

Our farmworkers are essential frontline workers, who are also some of the most vulnerable members of our community. In recent conversations at and around agricultural committee meetings, we have identified and acknowledged many different community organizations and agencies working to provide pandemic response services to the agricultural community, and specifically farmworkers. The organizations/agencies, and the people who make them run, are already going above and beyond to support pandemic response in all areas of our county. However, we have also noticed that many of these resources are separated under different silos, and we want to support their work by creating a dedicated space to collaborate on our ongoing pandemic response for farmworkers and their families.

We seek to fill this gap with our new coalition in order to help provide communication and coordination among the many different agencies and organizations providing pandemic assistance to our farmworkers and their families. The coalition comprises representatives of all community stakeholders to facilitate a coordinated response, and seeks to serve as a unified space where important information can quickly be disseminated to and from the county. Members of the Farm Bureau also support this coalition and we will work to stay in communication and collaboration with them moving forward.

We have identified the following community needs and specific goals for this coalition:

1. **Education:** Organize ongoing bilingual education on Covid-19 prevention and response at both work sites and afterhours at home sites;

DRAFT

2. **Testing:** Provide ongoing testing during non-working hours in accessible locations;
3. **PPE:** Provide PPE, especially N-95 masks required for pesticide handling;
4. **Coordinate access to resources in the event of a positive test**, including housing assistance, food assistance, transportation to services, and financial support; and
5. **Encourage** census participation.

We are writing to you to ask for your support in our shared mission. We are particularly seeking formal recognition of our coalition by the county, so that we can serve as a collaborative space for those at the county (and beyond) to work together on pandemic response for the farmworkers. We have already reached out to and are in communication with several key members of San Mateo County and City of Half Moon Bay staff working on pandemic response across many departments and agencies. We would also appreciate support through continued coordination with county resources and representatives from key agencies providing pandemic response services, such as the Office of Emergency Services, Health Department, Agricultural Department, Office of Community Affairs, and whichever departments you recommend we collaborate and work with.

In looking ahead, we are passionate about serving the needs of our farmworker community beyond pandemic response and recovery as it becomes relevant.

Thank you for your time and consideration, and everything you are already doing to support our county and community during these unprecedented and challenging times.

Respectfully,

Rudy Espinoza-Murray
Coordinator, San Mateo County Farmworker Affairs Coalition (SMCFAC)

Co-Signed by the Following Organizations:

[Ayudando Latinos A Soñar \(ALAS\)](#) - yes

[Coastside Hope](#) - yes

[Puente de la Costa Sur](#) - yes

[LifeMoves](#) - yes

TAB



DATE: October 08, 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 September 2020 show a total expenditure of \$165,593 of which \$160,725 is claimable against the grant. For the year to date, we have expended approximately \$2,116,267 in grant funds, about 72% of our Base Grant (including carryover but not including the Expanded Services – IBHS – award) through 75% of the grant year.

We are seeing a continued markedly lower level of contractor expenditures, clearly the result of the pandemic. At current rates, our contracts and MOUs will under-expend at around \$200,000 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 \$383,000 at the end of the grant year. Note that HRSA does now typically allow for carryover of unexpended funds.

While we continue our efforts in support of activities to address the COVID-19 pandemic, those efforts are not yet reflected in identifiable expenditures. We have obligated virtually our entire COVID ECT (testing) award (\$181,144) and original COVID-19 award (\$57,581). There is still significant funding available from our CARES award (\$639,995) – probably at least \$500,000 – and 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 this level of funding still available is not necessarily a bad idea.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 09/30/20



GRANT YEAR 2020

allocated to
SUD-MH or
IBHS

Details for budget estimates	Budgeted [SF-424]	September \$\$	To Date (09/30/20)	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	38,475	442,442	560,000		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	8,554	109,072	138,000		171,990
<u>Travel</u>						
National Conferences (2500*8)	16,000		2,529	2,529		25,000
Regional Conferences (1000*5)	5,000		8,671	8,671		5,000
Local Travel	1,500			1,000		1,500
Taxis	1,000		789	1,500		1,000
Van & vehicle usage	1,000		314	1,000		2,000
	24,500	0	12,303	14,700		34,500
<u>Supplies</u>						
Office Supplies, misc. Small Funding Requests	10,000	44	5,748	10,000		12,000
	10,000		46,990	47,000		12,000
			52,738	57,000		
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	58,450	549,525	745,000		872,000
Current 2020 contracts	1,033,250	51,870	735,447	930,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	1,100	102,050	125,000	132,250	150,000
---unallocated---/other contracts						
	2,005,250		1,474,984	1,887,962		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	8,000		30,000
IT/Telcom	10,000	2,232	17,135	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		24,728	47,000		65,500
TOTAL	2,846,750	160,725	2,116,267	2,704,662	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		218,850 carryover
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		3,010,899
BALANCE	228,008		PROJECTED AVAILABLE	383,850		39,859
	(88,992)		BASE GRANT PROJECTED AVAILABLE	218,850		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	3426	29,981	41,250		57,000
base grant prep	-					0
food	2500		300	750		1,500
incentives/gift cards	1,000					1,500
	73,000	4,868	41,817	57,800		73,750
TOTAL EXPENDITURES	2,919,750	165,593	2,158,084	2,762,462	NEXT YEAR	3,044,790
	BUDGETED	<i>This month</i>	TO DATE	PROJECTED		

TAB 7



DATE: October 08, 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 September 10, 2020 Co-Applicant Board meeting:

As planned, Program submitted our Business Period Renewal/Non-Competing Continuation Report (BPR/NCC) the beginning week of September 7th. This report is completed each year during an ongoing grant (non-Services Area Competition years). It comprises a general update of the program's progress to that point and upcoming plans.

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

The MOU with SMMC Pharmacy is continuing to move forward; likewise the MOU with PHPP Lab supporting COVID testing.

In recent days there has appeared to be some possible potential movement on the next COVID funding support from the federal government. The latest House proposal continues to have \$7.6 Billion in funding for the Health Center Program.

Seven Day Update

ATTACHED:

- Program Calendar



TAB



DATE: October 8, 2020

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

FROM: Irene Pasma, HCH/FH Program Planning and Implementation Coordinator

SUBJECT: COVID-19 Updates

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

1. **On-farm COVID-19 education:** Puente and ALAS have been conducting on-farm COVID-19 education. To date, there have been 4 education visits, and more are being scheduled. When possible, Mayela – the Field Medicine Public Health Nurse is joining Puente and ALAS. HCH/FH designed a ‘curriculum’ and provided fliers as well as hand sanitizers that are left with employees. Department of Agriculture provided masks that are left with employees. Growers are invited/encouraged to participate.
2. **On-farm COVID-19 testing:** Puente and the County conducted a COVID-19 testing event mid/late September, about 100 Pescadero residents, most of whom are farmworkers, were tested. Due to several positive results from that event, Puente and the County conducted on-farm testing at ~three farms. On-farm testing is available to those growers who are interested. The goal is to combine on-farm testing with COVID-19 education. County Public Health, Puente, ALAS, and HCH/FH staff are working to let growers know about this and coordinate education and testing. Flu vaccine considerations are also taken into account
3. **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. Videos will be finalized over the next several weeks and distributed to relevant stakeholders.
4. **COVID-19 Education Materials:** HCH/FH is working with the Health DOC Public Information Office to develop culturally competent COVID-19 education materials for both farmworkers and homeless individuals. Farmworker materials are almost final and ready for distribution (they will be used for on-farm education) and homeless materials are still being finalized.
5. **Shelter Guidance:** HCH/FH staff is updating the COVID-19 shelter guidance document they last updated in May 2020 with input from Center on Homelessness. It will be sent out to shelter providers soon.
6. **Moonridge and Main Street:** HCH/FH staff conducted door-to-door outreach at Moonridge and Main Street with the Office of Community Affairs, City of Half Moon Bay and Mid-Pen staff to provide masks, hand sanitizer, and COVID-19 education, particularly emphasizing the importance to not gather in large groups, or to be sure to do so safely (masked, socially distanced).
7. **COVID-19 Learnings from Central Valley:** HCH/FH participated in a phone call organized by the deputy Health Chief with other San Mateo County stakeholders from Department of Education, City of Half Moon Bay, and Office of Community Affairs to learn from Merced/Stanislaus/Madera counties’ experience with COVID-19 and their farmworker population. Many of the same themes we have found in San Mateo County were echoed by our Central Valley colleagues.
8. **Bayfront Station:** HCH/FH continues to host Bayfront Station calls once every two weeks for all care teams seeing clients at the hotel.