



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

[Microsoft Teams Meeting](#)

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

October 14<sup>th</sup>, 2021 8-8:45am

**AGENDA**

<b>AGENDA ITEM</b>	<b>SPEAKER(S)</b>	<b>TIME</b>
<b>A. CALL TO ORDER</b>	Robert Anderson	<b>8:00 AM</b>
<b>B. CHANGES TO ORDER OF AGENDA</b>		<b>8:01 AM</b>
<b>C. PUBLIC COMMENT</b>		<b>8:02 AM</b>
<p>Persons wishing to address on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes and the total time allocated to Public Comment is fifteen minutes. If there are more than five individuals wishing to speak during Public Comment, the Chairperson may choose to draw only five speaker cards from those submitted and defer the rest of the speakers to a second Public Comment at the end of the Board meeting. In response to comments on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2) However, the Boards general policy is to refer items to staff for comprehensive action or report.</p>		
<b>D. CONSENT AGENDA</b>		
1. Meeting minutes from September 16 <sup>th</sup> , 2021	Sofia Recalde	<b>8:06 AM</b>
<b>E. REPORTING AGENDA</b>		
1. HCH/FH Contracts 2021 YTD Financial Report	Sofia Recalde	<b>8:10 AM</b>
2. Supplemental CARES and ARPA Funding	Sofia and Jim	<b>8:20 AM</b>
3. Budget & Finance Report	Jim Beaumont	<b>8:30 AM</b>
<b>F. BOARD COMMUNICATIONS &amp; ANNOUNCEMENTS</b>		
<p>Communications and Announcements are brief items from members of the Board regarding upcoming events in the community and correspondence that they have received. They are informational in nature and no action will be taken on these items at this meeting. A total of five minutes is allotted to this item. If there are additional communications and announcements, the Chairperson may choose to defer them to a second agenda item added at the end of the Board Meeting.</p>		
<b>OTHER ITEMS</b>		
1. <b>Next Regular Meeting November 11<sup>th</sup>, 2021; 8:00 A.M. – 8:45 A.M.  </b> Microsoft Teams   Virtual Future meetings – Every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)		
<b>G. ADJOURNMENT</b>	Robert Anderson	<b>8:45 AM</b>

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternate format for the agenda, meeting notice, or other documents that may be distributed at the meeting, should contact the HCH/FH staff at least five working days before the meeting at [SMMC\\_HCH\\_FH\\_Program@smcgov.org](mailto:SMMC_HCH_FH_Program@smcgov.org) in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH/FH Co-Applicant Board regular meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: <http://www.smchealth.org/meeting/hchfh-meetings>.

**Healthcare for the Homeless/Farmworker Health Program  
Co-Applicant Board Finance Sub-Committee Meeting Minutes (September 16<sup>th</sup>, 2021)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Eric Debole

County Staff Present

Jim Beaumont  
Sofia Recalde

Members of the Public

Christian Hansen

ITEM	DISCUSSION/RECOMMENDATION	ACTION
<b>Call to Order</b>	Meeting was called to order by Robert Anderson at 8:02AM. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	No changes	
<b>Public Comment</b>	None	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from July 8 <sup>th</sup> and August 16 <sup>th</sup> , 2021	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Eric Debole <u>SECONDED</u> by Robert Anderson and <u>APPROVED</u> by all Board Members present.
<b>Reporting Agenda:</b> HCH/FH Contracts 2021 YTD Financial Report	Contracted service providers spent 85% of the \$795,950 allocated to agreements in the Jan-Jun 2021 period. New contracts and MOUs started July 1st. Combined with the ongoing PHPP MOU and new service contracts, contracted service providers have spent approximately 54% of the \$2,175,200 allocated to agreements in calendar year (CY) 2021. The Abode care coordination, ALAS Promotores and Sonrisas dental service contracts have not yet started delivering services.	
Budget & Finance Report	For non-COVID supplemental funded projects, program has expended \$2,064,410, of which \$2,029,043 of the grant. Total projected claimable expenditures for the year are estimated at approximately \$3.07M. With carryover from 2020, we expect to have available funding around \$3.6M, providing for an estimated \$544K of unexpended funds for year's end.  Expenditures on the COVID-19 awards has been slow but are expected to pick up soon.	
HCH/FH Budget projections through CY 2024	Jim and Sofia reviewed HCH/FH program budget projections through CY 2024. With the ability to carry over unspent funds from one calendar year to the next within a grant cycle, we have overbudgeted annually by close to \$200,000 knowing that the carryover will cover the shortfall	

	through the end of 2023. As a result, this will not have an immediate impact on current contracts, staffing and other planned expenditures. Staff will continue to monitor projections through 2024 and periodically update the finance committee.	
<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:44am.	

## Jan-Aug 2021 MOU & Contract Expenditures

<b>Contract</b>	<b>Contract Amount</b>	<b>Amount Spent</b>	<b>% YTD 2021</b>
Abode	\$43,750	\$0	0%
ALAS - Mental Health and Case Management	\$43,500	\$23,220	53%
ALAS - Promotores Model	\$45,000	\$0	0%
LifeMoves	\$166,500	\$33,750	20%
Puente	\$65,500	\$39,930	61%
BHRS	\$120,000	\$19,200	16%
PHPP	\$825,000	\$412,500	50%
Saturday Dental Clinic (Coastside Clinic)*	\$15,000	\$4,338	29%
Sonrisas*	\$55,000	\$0	0%
<i>Jan-Jun 2021 contracts</i>	\$795,950	\$677,905	85%
<b>TOTAL</b>	<b>\$2,175,200</b>	<b>\$1,210,843</b>	<b>56%</b>



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: October 14, 2021

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

For non-COVID operations, preliminary expenditure numbers for August 2021 show expenditures for the month of approximately \$175,611. Total expenditures for the year-to-date are \$2,235,807 of which \$2,195,007 is claimable against the grant. Total projected claimable expenditures for the year are estimated at approximately \$2.9M. With carryover from 2020, we expect to have available funding around \$3.6M, providing for an estimated \$580K of unexpended funds for year's end.

COVID Award expenditures for August totaled \$148,958. We expect the level of activity for the COVID awards to continue to pick up as more of the projects with SMMC come online. Our original COVID awards do not expire until March/April 2022 and the APR award runs through March 2023.

The 3<sup>rd</sup> Quarter draw-down request to the feds for reimbursement of expenditures will occur soon. At that point we will have a very clear picture of the actual expenditures to date, and be able to make a very good prediction for year-end totals.

Attachment:

- GY 2021 Summary Grant Expenditure Report Through 09/30/21



GRANT YEAR 2021

September \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (09/30/21)	Projection for end of year	Projected for GY 2021
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator					
Management Analyst ,Medical Director					
new position, misc. OT, other, etc.					
	631,050	43,635	423,114	577,114	690,000
<u>Benefits</u>					
Director, Program Coordinator					
Management Analyst ,Medical Director					
new position, misc. OT, other, etc.					
	171,990	14,641	103,758	155,000	225,000
<u>Travel</u>					
National Conferences (2500*8)	25,000		325	1,500	25,000
Regional Conferences (1000*5)	5,000			250	5,000
Local Travel	1,500			250	1,500
Taxis	1,000		163	500	1,000
Van & vehicle usage	2,000		706	1,500	1,500
	34,500		1,194	4,000	34,000
<u>Supplies</u>					
Office Supplies, misc.	12,000	58	4,451	7,500	10,000
Small Funding Requests			81,767	82,000	
	12,000		86,218	89,500	10,000
<u>Contractual</u>					
2019 Contracts			129,225	129,225	
2019 MOUs			144,645	144,645	
Current 2020 MOUs	872,000	78,960	634,148	925,000	1,200,000
Current 2020 contracts	1,034,000	40,705	640,005	850,000	850,000
ES contracts (SUD-MH & IBHS)	150,000				
---unallocated---/other contracts					
	2,056,000		1,548,023	2,048,870	2,050,000
<u>Other</u>					
Consultants/grant writer	30,000			5,000	25,000
IT/Telcom	20,000	2,246	16,344	24,000	25,000
New Automation				0	-
Memberships	5,000			2,500	5,000
Training	10,000		16,356	25,000	20,000
Misc	500			500	500
	65,500		32,700	57,000	75,500
<b>TOTAL</b>	<b>2,971,040</b>	<b>175,611</b>	<b>2,195,007</b>	<b>2,931,484</b>	<b>3,084,500</b>
<b>GRANT REVENUE</b>					
Available Base Grant	2,691,632			2,691,632	2,858,632
Carryover	922,375			922,375	
Available Expanded Services Awards **					682,523 carryover
HCH/FH PROGRAM TOTAL	3,614,007			3,614,007	3,541,155
<b>BALANCE</b>	<b>642,967</b>		<b>PROJECTED AVAILABLE</b>	<b>682,523</b>	<b>456,655</b>
					based on est. grant of \$2,691,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13750	1442	10,281	16,000	22,000
Health Coverage	57000	4360	30,519	48,000	57,000
base grant prep	-				
food	2500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	5,802	40,800	64,750	82,000
<b>TOTAL EXPENDITURES</b>	<b>3,045,290</b>	<b>181,413</b>	<b>2,235,807</b>	<b>2,996,234</b>	<b>NEXT YEAR 3,166,500</b>

	BUDGETED	This month	TO DATE	PROJECTED
COVID Expenditures	2021	148958	409,037	535,500
(not included either COVID APR awards)	2020		254,669	
[thru 03/23] Total	2,480,000		663706	

CARES Award	HRSA Budget	Planned Expenditures	Actual Expenses
<b>Personnel</b>	<b>\$55,602</b>	<b>\$9,737</b>	<b>\$9,737</b>
Staff placement on SMC DOC		\$1,938	\$1,938
EMTs at Maple Street Shelter		\$857	\$857
Mayela COVID education		\$6,943	\$6,943
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$19,461</b>	<b>\$3,585</b>	<b>\$3,585</b>
<b>Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Supplies</b>	<b>\$90,000</b>	<b>\$96,591</b>	<b>\$96,590</b>
Outreach Materials		\$1,040	\$1,040
Hygiene and PPE supplies		\$18,577	\$18,577
Public Health lab COVID-19 testing supplies		\$76,974	\$76,974
COVID therapeutics and vaccines		\$0	\$0
<b>Contracts</b>	<b>\$474,932</b>	<b>\$530,082</b>	<b>\$258,380</b>
Alternative Housing Site (AHS) Case Management		\$58,592	\$58,592
Case management/behavioral health support for farmworkers (ALAS behavioral health extension)		\$43,500	\$23,220
CBO Vaccine Logistics		\$0	\$0
CBO Vaccine Logistics		\$0	\$0
COVID-19 testing and vaccine distribution (El Centro)		\$155,625	\$75,000
Microbiologist - <i>charged as a Contract</i>		\$18,856	\$18,856
Health IT Data Analyst - <i>charged as Contract</i>		\$151,000	\$17,713
SMMC Interpreter Service Overhaul		\$102,509	\$65,000
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$639,995</b>	<b>\$639,995</b>	<b>\$368,292</b>

58%

<b>ARP Award</b>	<b>HRSA Budget</b>	<b>Planned expenditures</b>	<b>Actual expenses</b>
<b>Personnel</b>	<b>\$280,000</b>	<b>\$280,000</b>	<b>\$0</b>
Mobile Clinic expansion - Patient Services Assistant II		\$70,000	
Mobile Clinic expansion - Registered Nurse		\$145,000	
Mobile Clinic expansion - Medical Services Assistant II		\$65,000	
<b>Fringe Benefits (not inc. health insurance) - @ 55%</b>	<b>\$154,000</b>	<b>\$154,000</b>	<b>\$0</b>
<b>Equipment</b>	<b>\$145,000</b>	<b>\$145,000</b>	<b>\$0</b>
Ultrasound for OBGYN clinic- 2 x \$40,000		\$80,000	
Fetal diagnostic test non-stress fetal heart rate test (NST) and measurement of the amniotic fluid index (AFI) machine for OBGYN clinic - 1 x \$5000		\$5,000	
Workstation on Wheel (WOW) Cart for LED monitors for outpatient clinics - 12 x \$5000		\$60,000	
<b>Supplies</b>	<b>\$221,580</b>	<b>\$161,580</b>	<b>\$71,412</b>
Home COVID-19 testing kits		TBD	
Workstation on Wheels supplies		\$20,580	
Call Center Expansion supplies		\$126,000	\$71,412
PHPP medical supplies		\$15,000	
Hygiene and COVID-19 safety supplies		TBD	
<b>Contracts</b>	<b>\$531,295</b>	<b>\$431,295</b>	<b>\$0</b>
Contract(s) to develop digital tools to support population health management, patient satisfaction, workforce engagement and/or case management		\$431,295	
Contract to provide recuperative care services		TBD	
<b>Other</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$77,546</b>
Call Center expansion - Avaya Red Vox services licenses -		\$300,000	\$77,546
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$1,631,875</b>	<b>\$1,471,875</b>	<b>\$293,958</b>

18%