

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

San Mateo Medical Center| 222 W. 39th Avenue, 2nd Floor (Classroom 1) San Mateo  
June 14, 2018, 8:00 A.M – 8:45 A.M.

**AGENDA**

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- A. CALL TO ORDER** **8:00 AM**
- B. CHANGES TO ORDER OF AGENDA** **8:01 AM**
- C. PUBLIC COMMENT** **8:03 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.
- D. CONSENT AGENDA** Elli Lo **TAB 1 8:08 AM**  
1. Meeting minutes from May 10, 2018
- E. REPORTING AGENDA:** Jim Beaumont **TAB 2 8:10 AM**  
1. Review of Budget & Finance Report through May 2018
- 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.
- OTHER ITEMS**  
1. Future meetings – every 2<sup>nd</sup> Thursday of the month (unless otherwise stated)  
*Next Regular Meeting July 12, 2018; 8:00 A.M. – 8:45 A.M. | San Mateo Medical Center*
- H. ADJOURNMENT** **8:45 AM**
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**TAB 1**  
**Meeting Minutes**

**Request to Approve**  
**(Consent Agenda)**

**Healthcare for the Homeless/Farmworker Health Program (Program)  
Co-Applicant Board Meeting Minutes (May 10, 2018)  
San Mateo Medical Center| 222 W. 39th Avenue, 2nd Floor (Board Room) San Mateo**

Co-Applicant Board Members Present

Christian Hansen  
Robert Anderson

County Staff Present

Jim Beaumont  
Elli Lo

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Meeting was called to order at _8:15__A.M.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
Regular Agenda: Consent Agenda	All items on Consent Agenda (meeting minutes from April 12, 2018) were approved.	Consent Agenda was <u>MOVED</u> by Robert <u>SECONDED</u> by Christian, and APPROVED by all Board members present.
Reporting Agenda: Review of Budget & Finance Report through April	<p>Jim provided an overview of budget and finance report through April 2018. Preliminary grant expenditures through April 12, 2018, total almost \$850,000. This will increase as the County processes month-end transactions. This amount includes known contractual expenditures (even if they are not yet reflected as an expenditure by the county), and an estimate of routine county monthly charges.</p> <p>Currently, our contracts and MOUs appear to be expending at a rate to reach the mid-to-high 90% utilization. Delays in the hiring process have reduced the expected staff expenditures slightly. At present, we project to expend 95% of our total grant, with unexpended funds projected to be around \$141,000. This will provide for the possibility of some additional adds for new efforts, adds to contracts, etc., as we get into mid-year.</p>	
Reporting Agenda: Discussion on Past Contract Spend Down Data - First Quarter 2018	Per Committee's request at the last meeting, data on past contract spend down for each contractor was presented. Currently in 2018, most of the contracts and MOUs appear to be expending at a rate to reach the mid-to-high 90% utilization. However, BHRS and LifeMoves agreements seem to be underspending. Elli brought up discussion with BHRS at a recent site visit that BHRS has been experiencing many staff changes and a potential MOU amendment request from BHRS.	
Adjournment	Time _8:45__ A.M.	

**TAB 2**  
**Budget &**  
**Finance Report**

DATE: June 14, 2018

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

FROM: Jim Beaumont  
Director, HCH/FH Program

SUBJECT: HCH/FH PROGRAM BUDGET and FINANCIAL REPORT

Preliminary grant expenditures through May 31, 2018, total an estimated \$1,020,304. This will increase slightly as the County processes month-end transactions, but we have included known contractual expenditures (even if they are not yet reflected as an expenditure by the county), and an estimate of routine county monthly charges.

As we progress farther into the grant year, we are able to make better annual estimates for some of the expenditure categories. Currently, our contracts and MOUs appear to be expending at a rate to reach the mid-to-high 90% utilization. Delays in the hiring process has reduced the expected staff expenditures slightly. At present, we project to expend 95% of our total grant, with unexpended funds projected to be around \$166,407. Much of this is from the delays in the AIMS effort. This does provide for the possibility of some additional adds for new efforts, adds to contracts, etc., as we get into mid-year.

Attachment:

- Preliminary GY 2018 Summary Report
- Full Program Expenditures through April 2018 (Form 8A)
- Full Program Revenues through April 2018 (Form 9D)

**GRANT YEAR 2018**

<b>Details for budget estimates</b>	<b>Budget</b> [SF-424]	<b>To Date</b> <b>(05/31/18)</b>	<b>Projection for</b> GY (+~35 wks)	<b>Projected for GY 2019</b>
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>540,000</u>	<u>174,916</u>	<u>500,000</u>	<u>590,000</u>
<u>Benefits</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>200,000</u>	<u>72,487</u>	<u>203,000</u>	<u>250,000</u>
<u>Travel</u>				
National Conferences (2500*4)			7,500	20,000
Regional Conferences (1000*5)		2,340	7,500	5,000
Local Travel			1,500	2,000
Taxis		901	7,500	5,000
Van & vehicle usage		<u>1,050</u>	<u>1,000</u>	<u>1,000</u>
	<u>25,000</u>	<u>4,291</u>	<u>25,000</u>	<u>33,000</u>
<u>Supplies</u>				
Office Supplies, misc.	10,500	268	4,500	12,500
Small Funding Requests		<u>25,370</u>	<u>50,000</u>	<u>50,000</u>
	<u>10,500</u>	<u>25,638</u>	<u>54,500</u>	<u>62,500</u>
<u>Contractual</u>				
2016 Contracts		34,825	34,825	
2016 MOUs		14,900	14,900	
Current 2017 contracts	967,030	378,802	900,000	900,000
Current 2017 MOUs	872,000	309,260	832,000	825,000
---unallocated---/other contracts	118,073			
	<u>1,957,103</u>	<u>737,787</u>	<u>1,781,725</u>	<u>1,725,000</u>
<u>Other</u>				
Consultants/grant writer	31,667		30,000	45,000
IT/Telcom	5,930	1,850	6,250	6,000
New Automation			0	-
Memberships	4,000	2,000	4,000	4,000
Training			3,250	4,000
Misc (food, etc.)	<u>5,500</u>	<u>1,335</u>	<u>5,500</u>	<u>5,500</u>
	<u>47,097</u>	<u>5,185</u>	<u>49,000</u>	<u>64,500</u>
<b>TOTALS - Base Grant</b>	<u>2,779,700</u>	<u>1,020,304</u>	<u>2,613,225</u>	<u>2,725,000</u>
<b>HCH/FH PROGRAM TOTAL</b>	<u>2,779,700</u>	<u>1,020,304</u>	<u>2,613,225</u>	<u>2,725,000</u>
<b>PROJECTED AVAILABLE</b>	<b>BASE GRANT</b>		<b>166,475</b>	<b>25,004</b>
				based on est. grant of \$2,750,004

reporting_year	line_no	line_desc	accrued_cost	allocation_of_fac_cost	accrued_and_allocated_fac_cost	allocation_non_clin_supp_serv	allocation_fac_and_non_clin_supp_serv
2018	01	Medical Staff	1,496,351.35	74,810.36	1,571,161.71	723,190.99	2,294,352.70
2018	02	Lab and X-ray	220,208.46	19,900.32	240,108.78	110,519.82	350,628.60
2018	03	Medical/Other Direct	522,795.92		522,795.92	240,638.05	763,433.97
2018	05	Dental	83,144.08		83,144.08	38,270.44	121,414.52
2018	06	Mental Health	555,615.39		555,615.39	255,744.55	811,359.94
2018	07	Sustance Abuse					
2018	08a	Pharmacy not including pharmaceuticals	212,382.28	6,857.95	219,240.23	100,914.22	320,154.45
2018	08b	Pharmaceuticals	40,377.74		40,377.74	18,585.49	58,963.23
2018	09	Other Professional	17,629.24	10,511.33	28,140.57	12,952.84	41,093.41
2018	09a	Vision	26,443.86		26,443.86	12,171.86	38,615.72
2018	11a	Case Management					
2018	11b	Transportation					
2018	11c	Outreach					
2018	11d	Patient and Community Education					
2018	11e	Eligibility Assistance					
2018	11f	Interpretation Services					
2018	11g	Other Enabling Services					
2018	12	Other Related Services					
2018	14	Facility	362,509.51				
2018	15	Non Clinical Support Services	1,512,988.26				
2018	18	Value of Donated Facilities, Services, and Supplies					

5,050,446.09

4,800,016.54

Year	Line	Payor_Category	Allowance	Amount Collected	Bad Debt Write Off	Collection of Reconciliation/Wrap Around Current Year	Full Charges
2018							2596.20
2018	01	Medicaid Non-Managed Care	250,722.02	321,853.17		295,064.94	510,734.53
2018	02a	Medicaid Managed Care (capitated)	1,600,742.73	610,893.14	427.00	317,604.34	2,181,780.19
2018	04	Medicare Non-Managed Care	251,226.66	262,480.05	462.54	51,635.92	513,643.23
2018	05b	Medicare Managed Care (fee-for-service)	273,896.58	221,387.15		65,511.97	519,915.92
2018	07	Other Public including Non-Medicaid CHIP (Non Managed Care)	59,953.42	8,753.35			76,885.79
2018	10	Private Non-Managed Care	2,952.45	2,893.32		(1.28)	1,178.00
2018	11a	Private Managed Care (capitated)	45.21	345.79			154.00
2018	13	Self Pay	765,185.67	11,005.46	816.00	750.96	786,967.05

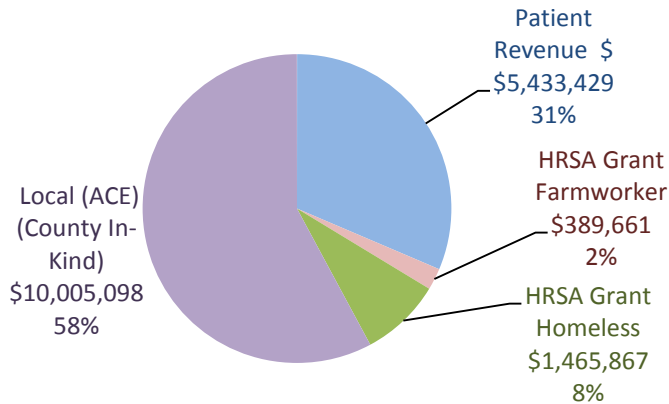
1,439,611.43



**HCH/FH Co-Applicant Board Finance Committee  
Financial Summary as of 6/8/2018**

Program Budget 2017

**Program Budget 2017**



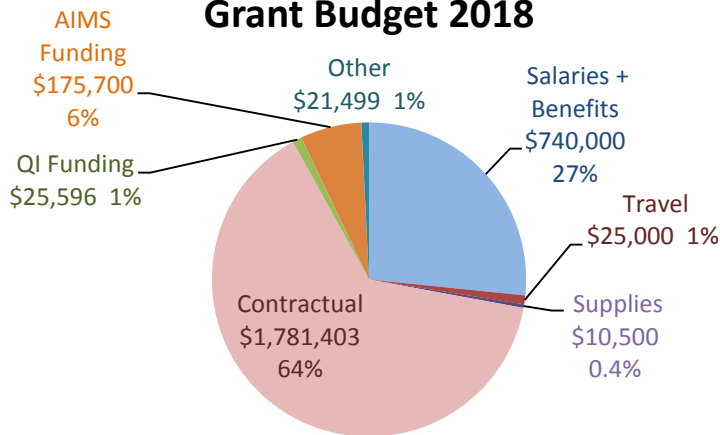
Revenue	Amount	% of Total
Patient Revenue	\$ 5,433,429	31%
HRSA Grant - Farmworker	\$ 389,661	2%
HRSA Grant - Homeless	\$ 1,465,867	8%
Local (ACE) (County In-kind)	\$ 10,005,098	58%
<b>Total Revenue</b>	<b>\$ 17,294,055</b>	

\*HRSA Grant Total Claimed \$ 1,855,528

Source: Uniform Data System (UDS) Report 2017 First Submission

Grant Budget 2018

**Grant Budget 2018**



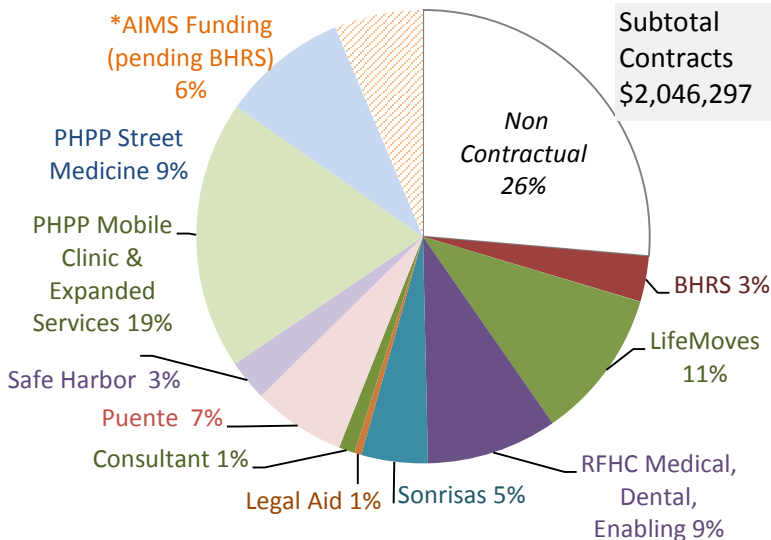
	Total	% of Total
Salaries + Benefits	\$ 740,000	27%
Travel	\$ 25,000	1%
Supplies	\$ 10,500	0.4%
Contractual	\$ 1,781,403	64%
QI Funding	\$ 25,596	1%
AIMS Funding	\$ 175,700	6%
Other	\$ 21,499	1%
<b>Total</b>	<b>\$ 2,779,698</b>	

Source: Budget Period Progress Report (BPR) Noncompeting Continuation (NCC) 2017

\*Note: Budget revisions within and between approved budget categories up to 25 percent without prior approval

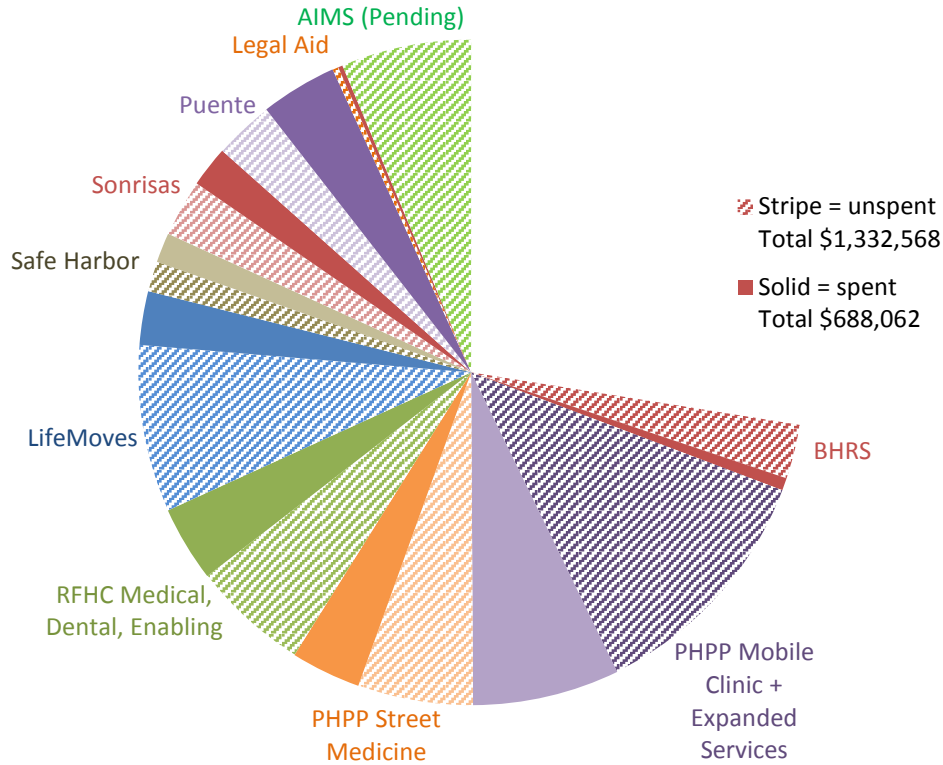
Grant Budget – Contractual 2018 (as of 6/8/2018)

**Grant Budget - Contractual 2018**



	Total	% of Total Grant
BHRS	\$ 90,000	3%
LifeMoves	\$ 298,030	11%
RFHC Medical, Dental, Enabling	\$ 258,725	9%
Sonrisas	\$ 131,675	5%
Legal Aid	\$ 14,000	1%
Consultant	\$ 31,667	1%
Puente	\$ 183,500	7%
Safe Harbor (pending)	\$ 81,000	3%
PHPP Mobile Clinic + ES	\$ 532,250	19%
PHPP Street Medicine	\$ 249,750	9%
*AIMS Funding (pending BHRS)	\$ 175,700	6%
<b>Subtotal Contracts</b>	<b>\$ 2,046,297</b>	<b>74%</b>
Non Contractual (Salaries, Benefits, Travel, Supplies, QI Award & Other)	\$ 733,401	26%
<b>Total Grant</b>	<b>\$2,779,698</b>	

### Expenditure YTD - Services Contract 2018 as of 6/8/2018



### Invoices from January to April 2018

	Total Award	Spent		Unspent	
		\$	%	\$	%
BHRS	\$ 90,000	\$ 16,800	19%	\$ 73,200	81%
PHPP Mobile Clinic & Expanded Services	\$ 532,250	\$ 198,110	37%	\$ 334,140	63%
PHPP Street Medicine	\$ 249,750	\$ 94,350	38%	\$ 155,400	62%
RFHC Medical, Dental, Enabling	\$ 258,725	\$ 101,897	39%	\$ 156,828	61%
LifeMoves	\$ 298,030	\$ 72,415	24%	\$ 225,615	76%
Safe Harbor	\$ 81,000	\$ 40,280	50%	\$ 40,720	50%
Sonrisas	\$ 131,675	\$ 54,960	42%	\$ 76,715	58%
Puente	\$ 183,500	\$ 103,250	56%	\$ 80,250	44%
Legal Aid	\$ 14,000	\$ 6,000	43%	\$ 8,000	57%
*AIMS (Pending)	\$ 175,700	\$ -	0%	\$ 175,700	100%
<b>Total YTD</b>	<b>\$2,014,630</b>	<b>\$ 688,062</b>	<b>34%</b>	<b>\$1,326,568</b>	<b>66%</b>