

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

San Mateo Medical Center | 222 W. 39th Avenue, 2nd Floor (Board Room) San Mateo
May 10, 2018, 8:00 A.M – 8:45 A.M.

AGENDA

- 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 April 12, 2018
- E. REPORTING AGENDA:**
1. Review of Budget & Finance Report through April 2018 **Jim Beaumont** **TAB 2** **8:10 AM**
2. Discussion on Contract Spend Down Data - First Quarter 2018 **Elli Lo** **TAB 3** **8:30 AM**
- 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 2nd Thursday of the month (unless otherwise stated)
Next Regular Meeting June 14, 2018; 8:00 A.M. – 8:45 A.M. | San Mateo Medical Center
- H. ADJOURNMENT** **8:45 AM**
-

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 Program Coordinator at least five working days before the meeting at (650) 573-2966 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>.

TAB 1
Meeting Minutes

Request to Approve
(Consent Agenda)

**Healthcare for the Homeless/Farmworker Health Program (Program)
 Co-Applicant Board Meeting Minutes (Apr 12, 2018)
 San Mateo Medical Center| 222 W. 39th Avenue, 2nd Floor (Classroom 1) 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 March 8, 2018) were approved.	Consent Agenda was <u>MOVED</u> by Robert <u>SECONDED</u> by Christian, and <u>APPROVED</u> by all Board members present.
Reporting Agenda: Review of Budget & Finance Report through March	Jim provided an overview of budget and finance report through March 2018. Preliminary grant expenditures through March, 2018, total \$471,727. This will increase a little 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. Currently, our contracts and MOUs appear to be expending at a rate to reach the mid-to-high 90% utilization. This puts us on track to spend much closer to our total approved grant than we have been able to in the past few years.	
Reporting Agenda: 2017 UDS Final Financial and Demographic Data	Elli and Jim provided an overview of the final UDS report demographic numbers, trends, program staffing, cost and revenue for 2017 activities.	
Reporting Agenda: Discussion on Past Contract Spend Down Data	Per Committee's request at the last meeting, data on past contract spend down for each contractor was presented. Currently in 2018, contracts and MOUs appear to be expending at a rate to reach the mid-to-high 90% utilization. While Program is still working with Business Intelligence (BI) on resolving data issues with PHPP, once Program receives the data and invoices, Program will better identify the contracts that are underspending. Due to the difference between each contractor, Committee members recommended Committee and Program to continue monitoring the contract spending monthly and looking at spend down on a case by case basis.	
Adjournment	Time _8:48__ A.M.	

TAB 2
Budget &
Finance Report

DATE: May 10, 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 April 12, 2018, total almost \$850,000. This will increase a little 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 \$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.

Attachment:
Preliminary GY 2018 Summary Report

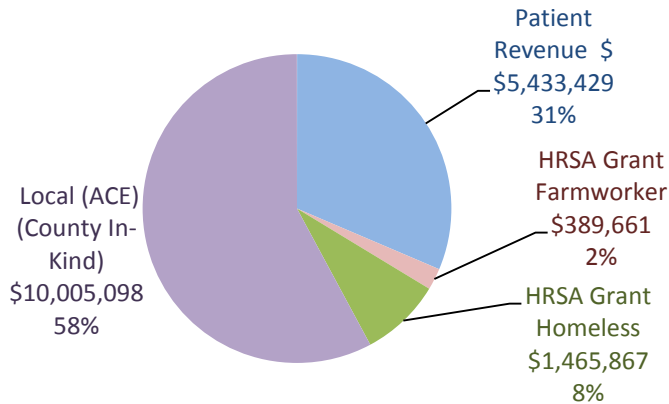
GRANT YEAR 2018

Details for budget estimates	Budget [SF-424]	To Date (04/30/18)	Projection for GY (+~35 wks)	Projected for GY 2019
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>540,000</u>	<u>145,734</u>	<u>530,000</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>58,739</u>	<u>190,000</u>	<u>250,000</u>
<u>Travel</u>				
National Conferences (2500*4)			10,000	20,000
Regional Conferences (1000*5)		2,340	10,000	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>30,000</u>	<u>33,000</u>
<u>Supplies</u>				
Office Supplies, misc.	10,500	191	4,500	12,500
Small Funding Requests		<u>25,370</u>	<u>50,000</u>	<u>50,000</u>
	<u>10,500</u>	<u>25,561</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	317,751	920,000	900,000
Current 2017 MOUs	872,000	243,320	815,000	825,000
---unallocated---/other contracts	118,073			
	<u>1,957,103</u>	<u>610,796</u>	<u>1,784,725</u>	<u>1,725,000</u>
<u>Other</u>				
Consultants/grant writer	31,667		30,000	45,000
IT/Telcom	5,928	1,345	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>420</u>	<u>5,500</u>	<u>5,500</u>
	<u>47,095</u>	<u>3,765</u>	<u>49,000</u>	<u>64,500</u>
TOTALS - Base Grant	<u>2,779,698</u>	<u>848,886</u>	<u>2,638,225</u>	<u>2,725,000</u>
HCH/FH PROGRAM TOTAL	<u>2,779,698</u>	<u>848,886</u>	<u>2,638,225</u>	<u>2,725,000</u>
PROJECTED AVAILABLE BASE GRANT			141,473	25,004
				based on est. grant of \$2,750,004

**HCH/FH Co-Applicant Board Finance Committee
Financial Summary as of 5/4/2018**

Program Budget 2017

Program Budget 2017



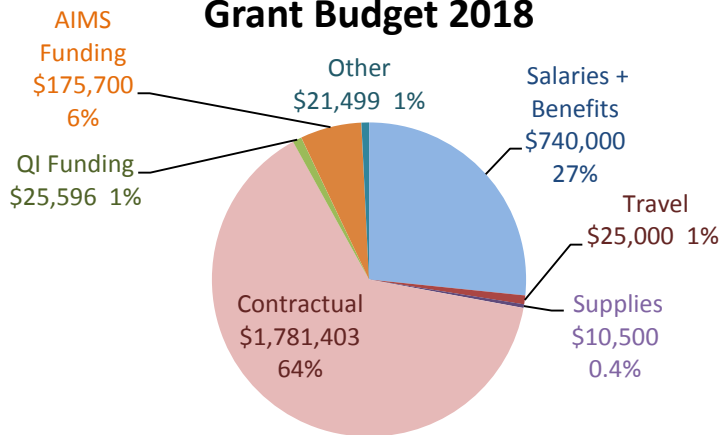
Revenue	Amount	% of Total
Patient Revenue	\$ 5,433,429	31%
HRSA Grant - Farmworker	\$ 389,661	2%
HRSA Grant - Homeless	\$ 1,465,867	8%
Local (ACE) (County In-kind)	\$ 10,005,098	58%
Total Revenue	\$ 17,294,055	

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

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

Grant Budget 2018

Grant Budget 2018



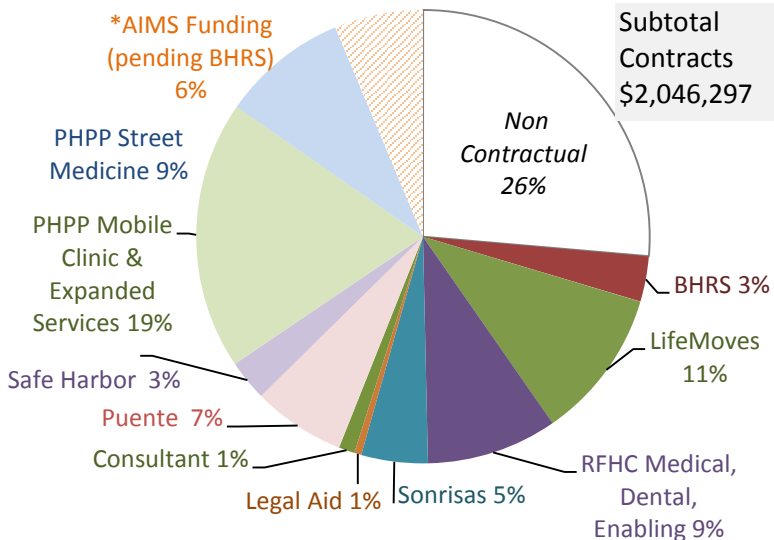
	Total	% of Total
Salaries + Benefits	\$ 740,000	27%
Travel	\$ 25,000	1%
Supplies	\$ 10,500	0.4%
Contractual	\$ 1,781,403	64%
QI Funding	\$ 25,596	1%
AIMS Funding	\$ 175,700	6%
Other	\$ 21,499	1%
Total	\$ 2,779,698	

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

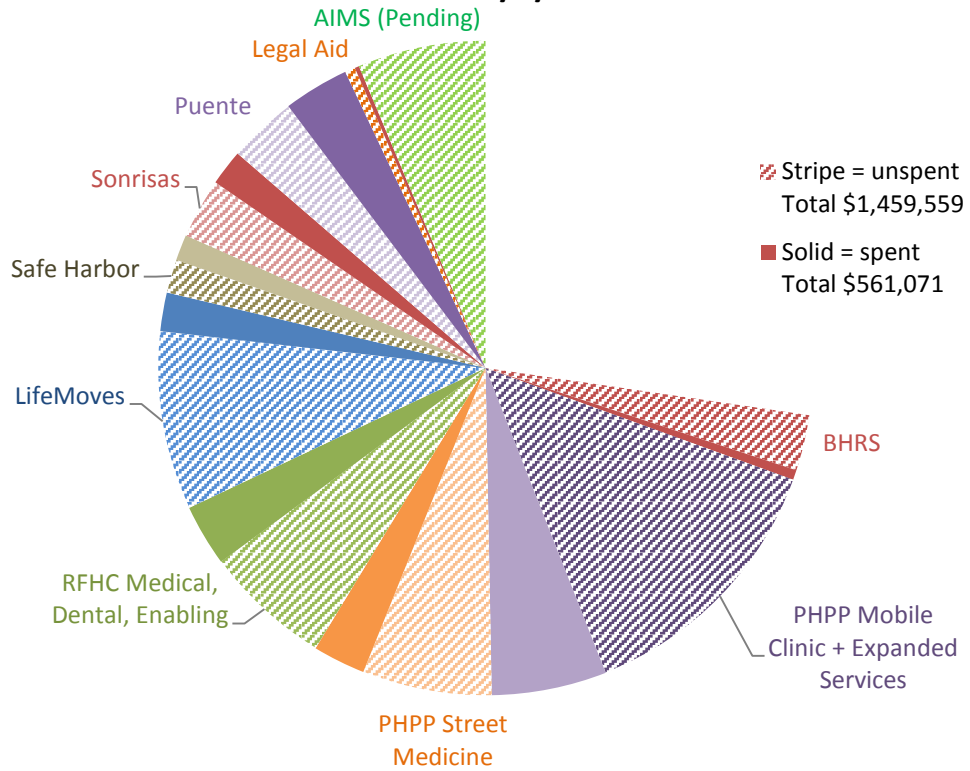
Grant Budget – Contractual 2018 (as of 5/4/2018)

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%
Subtotal Contracts	\$ 2,046,297	74%
Non Contractual (Salaries, Benefits, Travel, Supplies, QI Award & Other)	\$ 733,401	26%
Total Grant	\$2,779,698	

Expenditure YTD - Services Contract 2018 as of 5/4/2018



	Total Award	Spent		Unspent	
		\$	%	\$	%
BHRS	\$ 90,000	\$ 13,500	15%	\$ 76,500	85%
PHPP Mobile Clinic & Expanded Services	\$ 532,250	\$ 157,670	30%	\$ 374,580	70%
PHPP Street Medicine	\$ 249,750	\$ 72,150	29%	\$ 177,600	71%
RFHC Medical, Dental, Enabling	\$ 258,725	\$ 84,516	33%	\$ 174,209	67%
LifeMoves	\$ 298,030	\$ 53,100	18%	\$ 244,930	82%
Safe Harbor	\$ 81,000	\$ 35,200	43%	\$ 45,800	57%
Sonrisas	\$ 131,675	\$ 49,235	37%	\$ 82,440	63%
Puente	\$ 183,500	\$ 89,700	49%	\$ 93,800	51%
Legal Aid	\$ 14,000	\$ 6,000	30%	\$ 14,000	70%
*AIMS (Pending)	\$ 175,700	\$ -	0%	\$ 175,700	100%
Total YTD	\$2,006,830	\$561,071	28%	\$1,459,559	72%

TAB 3
Discussion on Contract
Spend Down Data -
First Quarter 2018

HCH/FH Spend Down Data
2015 to 2018 Quarter 1

BHRS

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$90,000	\$ 23,700	26%	\$66,300	74%	\$90,000	\$ 24,000	27%	\$ 66,000	73%	\$97,500	\$ 21,450	22%	\$ 76,050	78%	\$90,000	\$ 13,500	15%	\$ 76,500	85%
Q2		\$ 39,000	43%	\$51,000	57%		\$ 37,800	42%	\$ 52,200	58%		\$ 32,500	33%	\$ 65,000	67%					
Q3		\$ 52,200	58%	\$37,800	42%		\$ 48,900	54%	\$ 41,100	46%		\$ 45,500	47%	\$ 52,000	53%					
Q4		\$ 62,400	69%	\$27,600	31%		\$ 56,100	62%	\$ 33,900	38%		\$ 52,650	54%	\$ 44,850	46%					

PHPP Mobile Clinic

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$240,000	\$ 71,808	30%	\$168,192	70%	\$277,500	\$ 70,350	25%	\$ 207,150	75%	\$312,000	\$ 83,250	27%	\$ 228,750	73%	\$532,250	\$ 157,670	30%	\$ 374,580	70%
Q2		\$ 128,256	53%	\$111,744	47%		\$ 124,950	45%	\$ 152,550	55%		\$ 148,725	48%	\$ 163,275	52%					
Q3		\$ 183,168	76%	\$56,832	24%		\$ 184,800	67%	\$ 92,700	33%		\$ 202,050	65%	\$ 109,950	35%					
Q4		\$ 231,360	96%	\$8,640	4%		\$ 235,830	85%	\$ 41,670	15%		\$ 240,731	77%	\$ 71,269	23%					

PHPP Mobile Clinic -
Expanded Services

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$178,500	\$ 47,550	27%	\$130,950	73%	\$178,500	\$ 38,150	21%	\$ 140,350	79%	\$183,600	\$ 56,700	31%	\$ 126,900	69%		<i>Contract combined with PHPP Mobile Clinic</i>			
Q2		\$ 77,500	43%	\$101,000	57%		\$ 68,200	38%	\$ 110,300	62%		\$ 100,575	55%	\$ 83,025	45%					
Q3		\$ 98,650	55%	\$79,850	45%		\$ 90,600	51%	\$ 87,900	49%		\$ 130,950	71%	\$ 52,650	29%					
Q4		\$ 112,700	63%	\$65,800	37%		\$ 93,500	52%	\$ 85,000	48%		\$ 144,450	79%	\$ 39,150	21%					

PHPP Mobile Clinic -
Street Medicine

	2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$218,750	\$ 94,500	43%	\$ 124,250	57%	\$218,750	\$ 89,250	41%	\$ 129,500	59%	\$249,750	\$ 72,150	29%	\$ 177,600	71%
Q2		\$ 152,250	70%	\$ 66,500	30%		\$ 159,250	73%	\$ 59,500	27%					
Q3		\$ 218,750	100%	\$ -	0%		\$ 208,250	95%	\$ 10,500	5%					
Q4		\$ 218,750	100%	\$ -	0%		\$ 218,750	100%	\$ -	0%					

RFHC Medical

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Q1	\$65,000	\$ 28,470	44%	\$36,530	56%	\$90,000	\$ 40,200	45%	\$ 49,800	55%	\$96,000	\$ 47,840	50%	\$ 48,160	50%	\$107,100	\$ 36,720	34%	\$ 70,380	66%
Q2		\$ 41,340	64%	\$23,660	36%		\$ 63,000	70%	\$ 27,000	30%		\$ 72,800	76%	\$ 23,200	24%					
Q3		\$ 50,700	78%	\$14,300	22%		\$ 82,350	92%	\$ 7,650	9%		\$ 89,280	93%	\$ 6,720	7%					
Q4		\$ 65,000	100%	\$0	0%		\$ 90,000	100%	\$ -	0%		\$ 96,000	100%	\$ -	0%					

HCH/FH Spend Down Data
2015 to 2018 Quarter 1

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
RFHC Dental	\$50,000	\$ 31,204	62%	\$18,796	38%	\$50,000	\$ 19,000	38%	\$ 31,000	62%	\$52,000	\$ 31,200	60%	\$ 20,800	40%	\$54,725	\$ 18,308	33%	\$ 36,417	67%
Q2		\$ 47,368	95%	\$2,632	5%		\$ 35,250	71%	\$ 14,750	30%		\$ 47,320	91%	\$ 4,680	9%					
Q3		\$ 50,000	100%	\$0	0%		\$ 50,000	100%	\$ -	0%		\$ 52,000	100%	\$ -	0%					
Q4		\$ 50,000	100%	\$0	0%		\$ 50,000	100%	\$ -	0%		\$ 52,000	100%	\$ -	0%					

	2016					2017					2018								
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent					
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%				
RFHC Enabling	\$82,000	\$ 34,030	42%	\$47,970	59%	\$82,000	\$ 35,055	43%	\$ 46,945	57%	\$97,000	\$ 29,488	30%	\$ 67,512	70%				
Q2		\$ 62,115	76%	\$19,885	24%		\$ 66,830	82%	\$ 15,170	19%									
Q3		\$ 82,000	100%	\$0	0%		\$ 82,000	100%	\$ -	0%									
Q4		\$ 82,000	100%	\$0	0%		\$ 82,000	100%	\$ -	0%									

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
LifeMoves - Care Coordination/SSI/Hi	\$147,500	\$ 38,095	26%	\$109,405	74%	\$169,000	\$ 53,300	32%	\$ 115,700	68%	\$179,150	\$ 43,590	24%	\$ 135,560	76%	\$298,030	\$ 53,100	18%	\$ 244,930	82%
Q2		\$ 76,910	52%	\$70,590	48%		\$ 91,850	54%	\$ 77,150	46%		\$ 76,320	43%	\$ 102,830	57%					
Q3		\$ 106,230	72%	\$41,270	28%		\$ 127,200	75%	\$ 41,800	25%		\$ 110,950	62%	\$ 68,200	38%					
Q4		\$ 137,340	93%	\$10,160	7%		\$ 158,650	94%	\$ 10,350	6%		\$ 151,580	85%	\$ 27,570	15%					

	2016					2017				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%
LifeMoves - CHOW (St Medicine)	\$82,560	\$ -	0%	\$ -	0%	\$82,560	\$ 15,480	19%	\$ 67,080	81%
Q2		\$ 5,676	7%	\$ 76,884	93%		\$ 29,928	36%	\$ 52,632	64%
Q3		\$ 20,640	25%	\$ 61,920	75%		\$ 45,408	55%	\$ 37,152	45%
Q4		\$ 33,024	40%	\$ 49,536	60%		\$ 79,980	97%	\$ 2,580	3%

2018
Contract combined with LifeMoves - Care Coordination/SSI/Hi

	2015					2016					2017					2018				
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent	
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%
Puente	\$75,500	\$ 27,705	37%	\$47,795	63%	\$111,300	\$ 29,100	26%	\$ 82,200	74%	\$118,050	\$ 35,285	30%	\$ 82,765	70%	\$183,500	\$ 89,700	49%	\$ 93,800	51%
Q2		\$ 50,455	67%	\$25,045	33%		\$ 56,060	50%	\$ 55,240	50%		\$ 72,315	61%	\$ 45,735	39%					
Q3		\$ 57,645	76%	\$17,855	24%		\$ 78,700	71%	\$ 32,600	29%		\$ 82,670	70%	\$ 35,380	30%					
Q4		\$ 75,500	100%	\$0	0%		\$ 102,160	92%	\$ 9,140	8%		\$ 90,445	77%	\$ 27,605	23%					

HCH/FH Spend Down Data
2015 to 2018 Quarter 1

	2015					2016					2017					2018						
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent			
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		
Safe Harbor	\$55,000	\$ 14,808	27%	\$40,192	73%	\$63,500	\$ 19,320	30%	\$ 44,180	70%	\$63,500	\$ 29,520	46%	\$ 33,980	54%	\$81,000	\$ 35,200	43%	\$ 45,800	57%		
Q2		\$ 30,194	55%	\$24,806	45%		\$ 34,780	55%	\$ 28,720	45%		\$ 55,160	87%	\$ 8,340	13%							
Q3		\$ 46,522	85%	\$8,478	15%		\$ 56,840	90%	\$ 6,660	10%		\$ 55,500	87%	\$ 8,000	13%							
Q4		\$ 55,000	100%	\$0	0%		\$ 60,560	95%	\$ 2,940	5%		\$ 55,500	87%	\$ 8,000	13%							

	2015-2016					2017					2018											
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent			
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%		
Sonrisas	\$31,250	\$ -	0%	\$31,250	100%	\$25,625	\$ -	0%	\$ 25,625	100%	\$89,125	\$ 6,200	7%	\$ 82,925	93%	\$131,675	\$ 49,235	37%	\$ 82,440	63%		
Q2		\$ -	0%	\$31,250	100%		\$ 7,500	29%	\$ 18,125	71%		\$ 32,550	37%	\$ 56,575	63%							
Q3		\$ -	0%	\$31,250	100%		\$ 18,750	73%	\$ 6,875	27%		\$ 37,200	42%	\$ 51,925	58%							
Q4		\$ 5,625	18%	\$25,625	82%		\$ 25,625	100%	\$ -	0%		\$ 43,400	49%	\$ 45,725	51%							

	2016					2017					2018								
	Total Award	Spent		Unspent		Total Award	Spent		Unspent		Total Award	Spent		Unspent					
		\$	%	\$	%		\$	%	\$	%		\$	%	\$	%				
Legal Aid	\$67,100	\$ -	0%	\$67,100	100%	\$42,500	\$ 11,700	28%	\$ 30,800	37%	\$14,000	\$ 6,000	43%	\$ 8,000	57%				
Q2		\$ 2,500	4%	\$ 64,600	96%		\$ 11,700	28%	\$ 30,800	37%									
Q3		\$ 17,200	26%	\$ 49,900	74%		\$ 13,375	31%	\$ 29,125	35%									
Q4		\$ 31,975	48%	\$ 35,125	52%		\$ 13,375	31%	\$ 29,125	35%									