



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

[Microsoft Teams Meeting](#)

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

August 11th, 2022 8-8:45am

AGENDA

AGENDA ITEM	SPEAKER(S)	TIME
A. CALL TO ORDER	Robert Anderson	8:00 AM
B. CHANGES TO ORDER OF AGENDA		8:01 AM
C. PUBLIC COMMENT		8:02 AM
<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. CONSENT AGENDA		
1. Meeting minutes from July 14 th , 2022	Sofia Recalde	8:06 AM
E. REPORTING & DISCUSSION AGENDA		
1. Contracts & MOUs financial performance through June 2022	Sofia Recalde	8:10 AM
2. July 2022 Budget & Finance Report	Jim Beaumont	8:20 AM
3. COVID-19 supplemental funding	Sofia Recalde	8:30 AM
F. BOARD COMMUNICATIONS & ANNOUNCEMENTS		
<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>		
OTHER ITEMS		
1. Next Regular Meeting September 8th, 2022; 8:00 A.M. – 8:45 A.M. Microsoft Teams Virtual Future meetings – Every 2 nd Thursday of the month (unless otherwise stated)		
G. ADJOURNMENT	Robert Anderson	8:45 AM

**Healthcare for the Homeless/Farmworker Health Program
Co-Applicant Board Finance Sub-Committee Meeting Minutes (July 14th, 2022)
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson
Victoria Sanchez De Alba
Steve Kraft
Francine Serafin-Dickson

County Staff Present

Jim Beaumont
Sofia Recalde
Meron Asfaw

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call to Order	Meeting was called to order by Robert Anderson at 8:02am. Everyone present introduced themselves.	
Change to Order of the Agenda	No changes	
Public Comment	None	
Closed session	No closed session	
Consent Agenda: Meeting Minutes from June 9 th , 2022	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Steve Kraft and <u>SECONDED</u> by Robert Anderson and <u>APPROVED</u> by all Board Members present.
Reporting Agenda: Contract & MOU Financial Performance through June 2022	As of June 30, 2022, over 50% of funds allocated to contracted services have been expended. Contracted service providers are performing as expected and staff project that ~90% of funds will be expended by the end of the year.	
June 2022 Budget & Finance Report	Grant claimable expenditures for May 2022 are ~\$353,252 for a total year-to-date estimated at ~\$1,525,785. Based on the historical flow of contract expenditures and program operations, and with some information on the County's agreements with employee bargaining units, we continue to project an estimated \$3,014,000 in claimable expenditures for the year. We estimate ~\$600K in unexpended funding when compared to our base grant (including carryover) for the year.	
Program Budget through 2024	Staff shared the Program budget forecast through 2024. Current projections show that the Program will have a balance of ~\$20K at the end of CY 2024, pending Health Resources and Services Administration (HRSA) approval of carryover across grant periods.	
Other Items:	None	
Adjournment	Meeting was adjourned at 8:45am. The next Finance Committee Meeting is scheduled for August 11 th , 2022.	

June 2022 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD 2022	2022 Year End Projections	
Abode*	\$149,999	\$30,901	21%	\$82,499	55%
<i>ALAS Counseling and Care Coordination (expired)</i>	\$18,720	\$1,560	8%	\$1,560	8%
ALAS Promotores Model	\$179,480	\$140,059	78%	\$170,506	95%
LifeMoves	\$350,000	\$272,125	78%	\$350,000	100%
Puente	\$166,500	\$150,600	90%	\$166,500	100%
BHRS HCH	\$90,000	\$61,200	68%	\$90,000	100%
BHRS HEAL**	\$150,000	\$0	0%	\$75,000	50%
BHRS El Centro*	\$40,000	\$40,000	100%	\$40,000	100%
PHPP Mobile Clinic & Street/Field Med	\$825,000	\$412,500	50%	\$825,000	100%
PHPP AOD Services	\$127,500	\$45,197	35%	\$127,500	100%
Saturday Dental Clinic (Coastside Clinic)	\$25,574	\$13,626	53%	\$20,459	80%
Sonrisas	\$109,190	\$50,630	46%	\$92,812	85%
TOTAL	\$2,231,963	\$1,218,398	55%	\$2,041,836	91%



DATE: August 11, 2022

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

Due to County closing out its Fiscal Year, there has been little to no processing of items payable after 06/30. Based on this, we are not making any significant changes to our year-end estimates at this time. We project estimated expenditure around \$3,000,000 in claimable expenditures for the year.

This projection leaves us with right around \$600,000 unexpended funding when compared to our total funds for the year. This is in line with the planned spend-down of the carryover funds balance.

With the first two quarters of the year complete, reported to the feds, and drawdown. We can take a quick look at actual grant expenditure through 06/30/22:

Salaries	334,261		
Benefits	123,109	Total Personnel	\$457,370
Computer & Software	8,120		
Memberships	500		
Vehicle	3,525		
Mgmt. Consultant	10,365		
Travel, Conference, etc.	2,822		
Miscellaneous	1,165	Total Office Operations	\$ 26,497
Mobile Van, S&F Medicine`´´	412,500		
BHRS	61,200		
Sonrisas Dental Contract	50,630		
Coastside Clinic Saturday Dental	11,080		
Community Partners	608,463	Total Service Agreements	\$1,143,839

Total Grant Drawdown 1st ½ of Grant Year 2022 \$ 1,627,713

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 07/31/22



GRANT YEAR 2022

July \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (07/31/22)	Projection for end of year	Projected for GY 2023
EXPENDITURES					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	604,532	73,314	407,963	685,000	721,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	178,640	26,163	149,156	250,000	270,000
<u>Travel</u>					
National Conferences (2500*8)	4,000		2,623	5,000	15,000
Regional Conferences (1000*5)	2,000			2,000	5,000
Local Travel	500			100	1,500
Taxis	250			400	1,000
Van & vehicle usage	250			500	1,500
	7,000		2,623	8,000	24,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	3,960		3,378	5,000	10,000
	3,960		3,378	5,000	10,000
<u>Contractual</u>					
2021 Contracts			30,375		
2021 MOUs					
Current 2022 MOUs	1,245,000		437,238	1,200,000	1,100,000
Current 2022 contracts	795,000		585,903	780,000	1,000,000
---unallocated---/other contracts					
	2,040,000		1,053,516	1,980,000	2,100,000
<u>Other</u>					
Consultants/grant writer	17,000			10,000	20,000
IT/Telcom	4,200		9,115	28,000	30,000
New Automation				0	-
Memberships	1,500		500	2,500	5,000
Training	1,800			25,000	20,000
Misc			243	500	500
	24,500		9,858	66,000	75,500
TOTAL	2,858,632	99,477	1,626,494	2,994,000	3,200,500
GRANT REVENUE					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	749,838		749,838	749,838	
Available Expanded Services Awards **					594,470 carryover
HCH/FH PROGRAM TOTAL	3,608,470		3,608,470	3,608,470	3,453,102
BALANCE	749,838	Available	1,981,976	614,470	252,602
			Current Estimate	Projected	based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	1,237	5,300	16,000	20,000
Health Coverage	57,000	4,268	24,337	53,000	62,000
base grant prep	-				
food	2,500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	5,505	29,637	69,750	85,000
TOTAL EXPENDITURES	2,932,882	104,982	1,656,131	3,063,750	NEXT YEAR 3,285,500