

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

Co-Applicant Board Meeting Agenda

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December 10th, 2020; 9:00 - 11:00am



AGENDA	SPEAKER(S)	TAB	TIME
A. CALL TO ORDER	Brian Greenberg		9:00 AM
B. CHANGES TO ORDER OF AGENDA	Staff		
C. PUBLIC COMMENT			
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. CONSUMER INPUT <ul style="list-style-type: none"> Local news and updates E. CLOSED SESSION <ul style="list-style-type: none"> Director Evaluation 	Brian Greenberg		9:20AM
F. CONSENT AGENDA 1. Meeting minutes from November 12 th , 2020	Irene Pasma	Tab 1	9:40 AM
G. BUSINESS AGENDA 1) San Mateo Medical Center (SMMC) Interpreter Training Funding <ul style="list-style-type: none"> Request to fund \$30,175 for SMMC's Office of Diversity, Equity and Inclusion to develop 1) an 8-hour online LMS training course for SMMC staff to obtain the bilingual staff medical interpreter tag and 2) a 2-hour refresher LMS course for staff to maintain their medical interpreter tag 	Lalitha Sankaran	Tab 2	9:45 AM
H. REPORTING AGENDA 1. Quality Improvement/Quality Assurance Memo 2. RFP 2020 Update 3. Finance Report 4. HCH/FH Program Director's Report	Danielle Hull Sofia Recalde Jim Beaumont Jim Beaumont	Tab 3 Tab 4 Tab 5 Tab 6	9:55AM
I. BOARD PRESENTATIONS AND DISCUSSIONS 1. 2020 Annual Report 2. COVID-19 Update	Irene Pasma Irene Pasma	Tab 7	10:15 AM
J. 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.			
1. Future meetings – every 2 nd Thursday of the month (unless otherwise stated) a. Next Regular Meeting January 14 th , 2020 9:00AM – 11:00AM			
K. ADJOURNMENT	Brian Greenberg		11:00 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 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 (November 12, 2020)
Teams Meeting**

<p><u>Co-Applicant Board Members Present</u> Robert Anderson Steven Kraft Victoria Sanchez De Alba Eric Debode Michael Vincent Hollingshead Suzanne Moore Christian Hansen Brian Greenberg Tony Serrano Tayischa Deldridge Steve Carey (new) Jim Beaumont, HCH/FH Program Director (Ex-Officio)</p>	<p><u>County Staff Present</u> Irene Pasma, Program Implementation Coordinator Danielle Hull, Clinical Coordinator Sofia Recalde, Management Analyst Andrea Donahue, County Counsel Henrietta Williams, SMMC Patient-Centered Medical Home Manager John Nibbelin, County Counsel</p>	<p><u>Members of the Public</u> Mary Cravalho Kati Martin</p> <p><u>Absent Board Members/Staff:</u> Mother Champion</p>
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ITEM	DISCUSSION/RECOMMENDATION	ACTION
<u>Call To Order</u>	Brian Greenberg called the meeting to order at 9:02A.M.	
<u>HCH/FH Chair, Vice Chair & New Member Nominations, Oath, Election</u>	<p>Nomination: Steve Carey, former HCH/FH Board member, submitted an application to rejoin the Co-Applicant Board. Robert Anderson interviewed Steve and nominated him for a seat on the Board. Steve brings years of professional and personal experience with homelessness in San Mateo County and currently manages the Vendome (LifeMoves) in San Mateo.</p> <p>Oath: County Counsel conducted the loyalty oath for Tony Serrano and Steve Carey.</p> <p>Board Chair Elections: Michael and Victoria asked to be removed from consideration. Brian Greenberg received 8 votes from Steve K., Steve C., Robert, Tayischa, Tony, Michael, Victoria and Eric. Steve Carey received 2 votes from Brian and Christian. Eric Debode received 1 vote from Suzanne. Eric has been elected for his 4th term as Board Chair.</p> <p>Board Vice Chair Elections: Michael asked to be removed from consideration. Victoria received 5 votes from Ty, Tony, Michael, Victoria and Eric. Eric Debode received 3 votes from Steve K, Brian Greenberg and Robert Anderson. Robert Anderson received 2 votes from Steve C. and Christian. Steve Kraft received 1 vote from Suzanne Moore.</p>	Nomination was <u>MOVED</u> by Steve K. <u>SECONDED</u> by Brian G. and <u>APPROVED</u> by all Board members present.
<u>Regular Agenda Public Comment</u>	Kati Martin and Mary Cravalho are members of the public and introduced themselves. No other public comment during this meeting.	

<u>Consumer Input</u>	<p>Suzanne provided the following updates:</p> <ul style="list-style-type: none"> - The Safe Parking Program in Redwood City is operational. 80 applications have been received. 16 vehicles are already parked at the location, 12 of which contain families. The Parking program is prioritizing families, seniors and people with disabilities. Participants of the parking program must be committed to pursuing long-term housing. - Human Services Agency has received \$33M from Project Room Key to support 2 new shelter locations: the first in Redwood Shores, which will provide permanent supportive housing for seniors, and the second in Redwood City for people experiencing homelessness. - Pacific City Council elections – waiting for final vote count. 	
<u>Closed session</u>	No closed session	
<u>Consent Agenda Meeting Minutes from October 8, 2020</u>	<p>Please refer to TAB 1</p> <p>All items on Consent Agenda (meeting minutes from October 8, 2020) were approved.</p>	<p>Request to approve Consent Agenda Amendment was MOVED by Steve K. SECONDED by Steve C. and APPROVED by all Board members present.</p>
<u>Business Agenda: Annual Conflict of Interest Statements & Ethics Training Reminder</u>	<p>Please refer to TAB 2</p> <p>County Counsel reminded Board members to complete the online Ethics training. Chair requested that board members complete the training before the next Board meeting.</p> <p>Irene Pasma will send out the Conflict of Interest statements that Board members are required to complete on annual basis.</p>	
<u>Strategic Planning Update</u>	<p>Please refer to TAB 3</p> <p>Irene Pasma provided a summary of the strategic planning process over the past year and a half leading to the 5 top strategic priorities the Board that have emerged from that process. Irene described how each priority could be broken down to individual activities and how they could be implemented over the short, medium and long term.</p>	
<u>Reporting Agenda: QI/QA Report</u>	<p>Please refer to TAB 4</p> <p>Danielle Hull provided an update on the following:</p> <ul style="list-style-type: none"> - HCH/FH received a QI award (\$40,105) from HRSA and the QI committee brainstormed potential uses of that funding. - Danielle is working with providers at Maple Street and at Coastside Clinic to troubleshoot issues with the telehealth pilot efforts. - The QI committee reviewed the program’s clinical performance and developed action to address/improve outcomes related depression screening, cervical cancer screening and Diabetes. 	

	<ul style="list-style-type: none"> - Danielle will create quarterly homeless/farmworker health data summaries to review with key stakeholders such as SMMC Primary Care Quality Group, SMMC leadership, SMMC Office of Diversity, Equity and Inclusion, and Health Plan of San Mateo 	
Contract 3rd Quarter Report	<p>Please refer to TAB 5</p> <p>As of September 2020, Contracts and MOUs have spent close to 66% of their funds. However, Ravenswood has not been able to invoice since June 2020, so we may be closer to where we were in September 2019 (75% expenditure). A total of 2,871 homeless and farmworker clients (or 68% of our 2020 client target) have been seen through our contracted service providers through September 2020. The COVID-19 pandemic, summer fires and poor air quality, and difficulty building trust with clients via telehealth were reported as common challenges with delivering healthcare to homeless and farmworker clients. Successes include: LifeMoves-Health Coverage Unit collaboration to increase ACE and Medi-Cal enrollment, Puente's role in bringing COVID-19 testing and education to farmworkers and Ravenwood's reopening of clinical services.</p>	
Finance Report	<p>Please refer to TAB 6</p> <p>Preliminary expenditure numbers for October 2020 show a total expenditure of \$155,580 of which \$150,543 is claimable against the grant. For the year to date, we have expended approximately \$2,334,310 in grant funds, about 84% of our Base Grant. At the current rate of expenditure, our contracts and MOUs will under-spend around \$150,000 for the year. Additionally, with no conference expenditures and a staff vacancy, we currently project an unexpended balance of approximately \$302,000 at the end of the grant year. However, HRSA does now allow for carryover of unexpended funds.</p>	
HCH/FH Program Director's Report	<p>Please refer to TAB 7</p> <p>The HCH/FH Needs Assessment has been posted to the Health website. The Program Director and Board Chair were interviewed in the Grand Jury's report on Medical Respite. Program Director's Annual review is due soon. Board Chair will coordinate with Jim and staff.</p>	
<u>Board Presentation/ Discussions</u> Grand Jury Report	<p>Jim Beaumont reported on the findings of the Grand Jury report "A Slow-Moving Catastrophe: Finding the Ill Homeless a Place to Heal".</p>	
COVID-19 Update	<p>Please refer to TAB 7</p> <p>The letter in support of the newly formed San Mateo County Farmworker Affairs Coalition was finalized with the support of Board Member Victoria Sanchez De Alba, sent to Board Chair for signature, and forwarded to Supervisor Horsley and County Manager Mike Callagy. Irene shared recent COVID-19 education video public service announcements that were filmed in Spanish for the farmworker community. A Board member asked about farm COVID-19 safety oversight. County Counsel responded with information about a task force spearheaded by the CMO's office in coordination with Environmental Health and encouraged board member to send inquiry to them.</p>	
<u>Announcements</u>	<p>Irene asked Board members for any future speaker recommendations. Brian announced that LifeMoves is opening a 100-bed shelter in Mountain View (Santa Clara County).</p>	
<u>Adjournment</u>	<p>Time: 11:00am</p>	<p>Brian Greenberg</p>

Strategic Plan Update

Irene Pasma, HCHF Staff

HCH/FH November Board Meeting

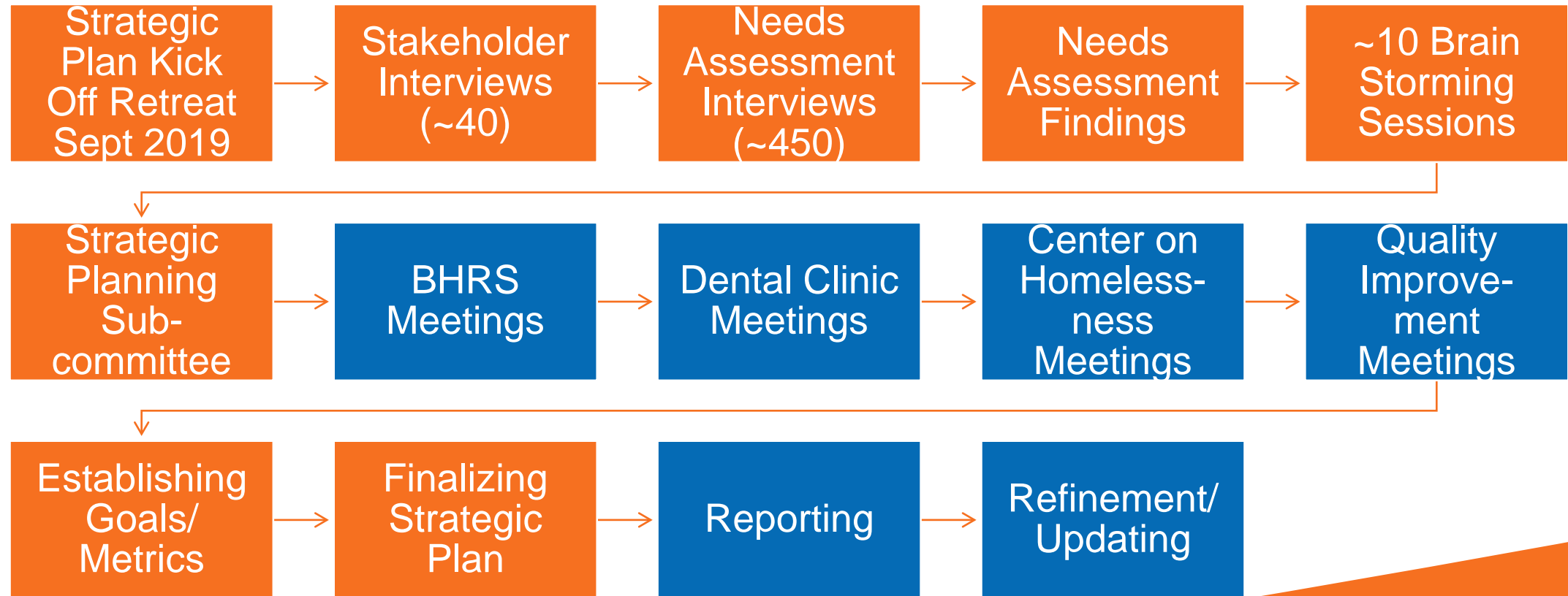


SAN MATEO COUNTY HEALTH

**SAN MATEO
MEDICAL CENTER**

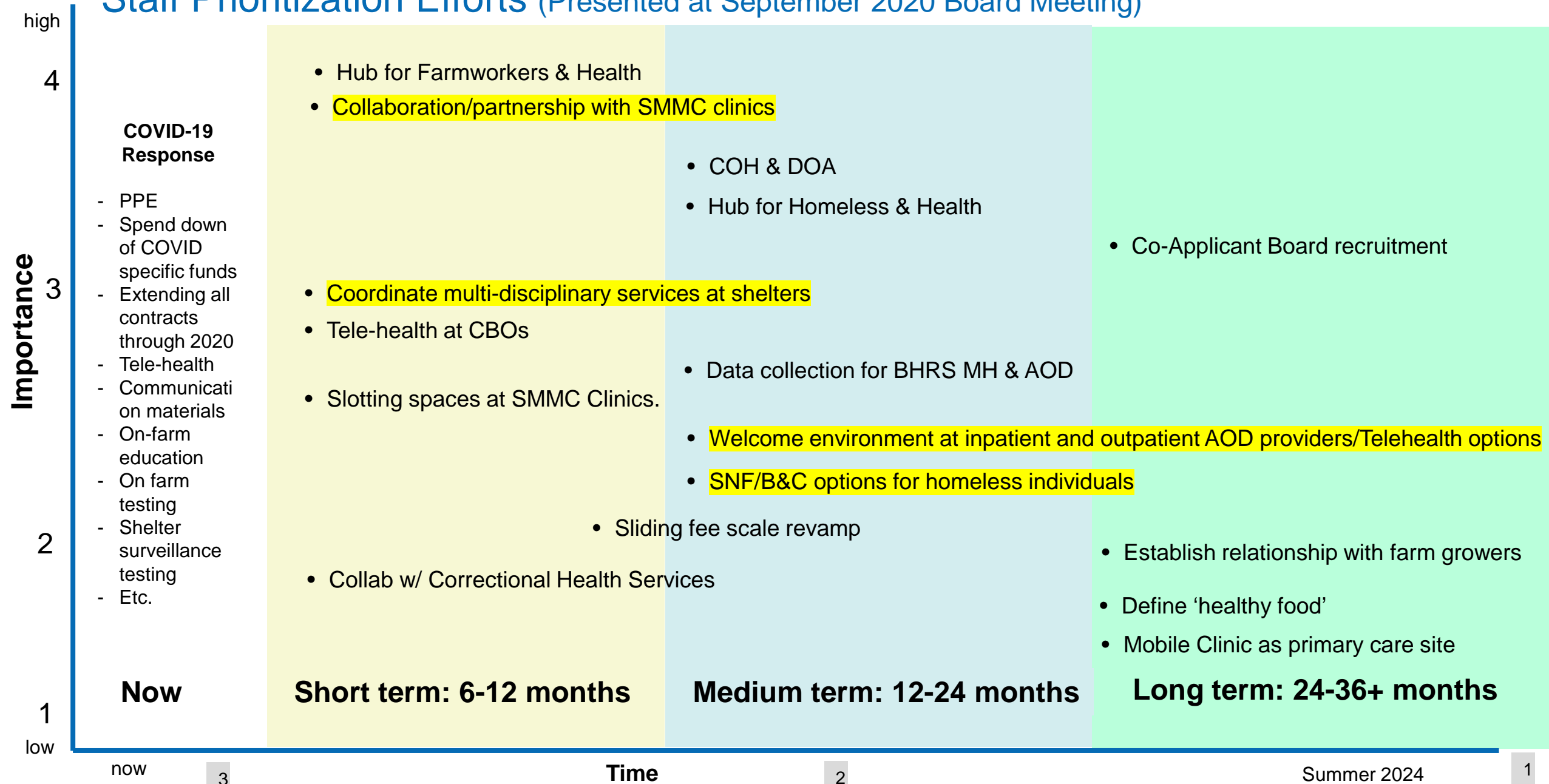
Strategic Planning & Implementation Process

[not chronological]



HCH/FH Strategic Subcommittee Recommendations

Staff Prioritization Efforts (Presented at September 2020 Board Meeting)



Resulting Priority Areas

Strategic Priority 1

Increase homeless & farmworker patient utilization of Brick and Mortar SMMC Clinics

Strategic Priority 2

Decrease barriers for homeless and farmworker patients to access health care

Strategic Priority 3

Support providers serving homeless and farmworker patients

Strategic Priority 4

Decrease health disparities between homeless & farmworker patients

Strategic Priority 5

Meet and Exceed all HRSA Compliance Requirements



Strategic Priority 1: Increase homeless & farmworker patient utilization of Brick and Mortar SMMC Clinics

Activities	Implementation	Ex. Of Success Metrics	Timelines
Attach a care navigator to New Patient Connection Center to help NPCC locate, follow up, and bring patients to SMMC	RFP-identified Care Navigator NPCC SMMC Clinics	Number of homeless patients with a first visit at a brick and mortar clinic	Service will begin in Summer 2021. It will take time for NPCC and the care navigator to optimize ways of working,
Start a Saturday Dental Clinic at Coastside Clinic (focus: farmworkers)	MOU with SMMC Dental Department Coastside Clinic	Number of farmworker and dependents receiving preventive dental care.	Services can begin as early as Spring 2021. Expect a ramp up period as the Community becomes aware of the clinic.
Increase healthcare insurance sign up/other benefits	RFP-identified Care Navigator Health Coverage Unit	Number of people helped to sign up for health insurance	

DRAFT



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 MEDICAL CENTER**

Next Steps

1. Continue defining metrics and getting buy-in from relevant stakeholders
2. Continue holding meetings with PHPP, BHRS, and COH
3. Select the best contractors who respond to the RFP
4. Define reporting structure to the Board on strategic plan metrics



HCH/FH

Q3 Contractor Quarterly Review

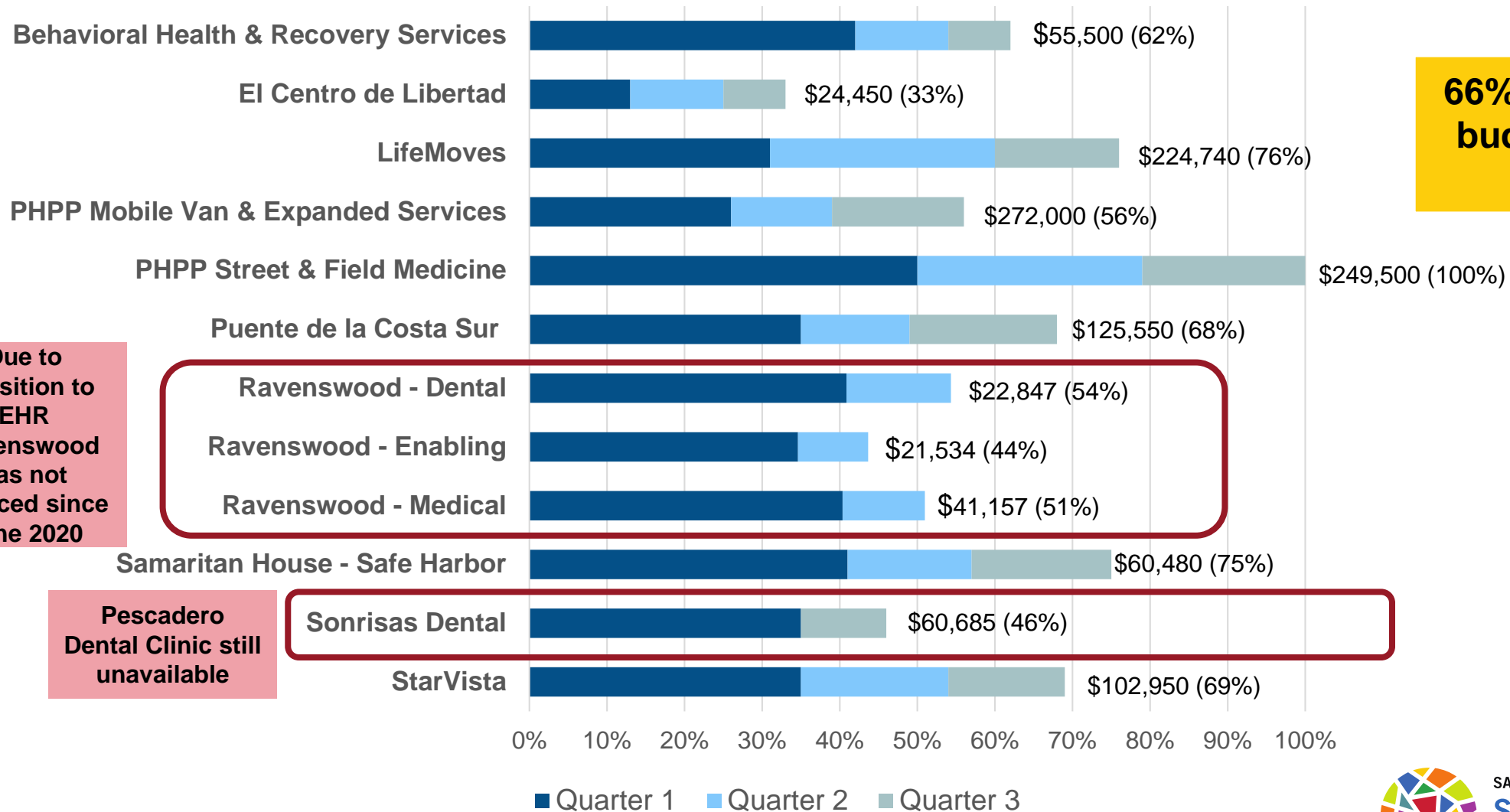
January 2020 – September 2020



SAN MATEO COUNTY HEALTH

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MEDICAL CENTER**

Contractor Financial Performance | Jan – Sep 2020



66% of Contractor budget has been spent

Due to transition to EHR Ravenswood has not invoiced since June 2020

Pescadero Dental Clinic still unavailable

Contractor Pt Count | Jan – Sep 2020

Agency	Contracted Service	Target 2020 Undup Pts	Actual 2020 YTD Undup Pts	% YTD 2020	% YTD 2019	% 2019 EOY
Behavioral Health & Recovery Svcs	Care Coordination (CC)	180	111	62%	38%	57%
El Centro	CC	100	43	43%	20%	35%
	Motivaitonal Outreach	60 presentations	7 presentations	12%	62%	74%
	Prevention Education	35 presentations	10 presentations	29%	31%	87%
Life Moves	CC	385	233	61%	63%	79%
	Intensive CC	75	133	177%	202%	290%
	Street Medicine	140	90	64%	86%	96%
	SSI/SSDI	40	55	138%	96%	136%
	Eligibility	40	59	148%	64%	108%
	Transportation	450 trips	228 trips	51%	96%	110%
PHPP Mobile Van & Expanded Services	Primary Care (PC)	1,000	565	57%	74%	90%
	PC for formerly incarcerated & homeless	210	118	56%	74%	97%
PHPP- Street & Field Medicine	Primary Care	135	150	111%	130%	159%



Contractor Pt Count | Jan – Sep 2020

Agency	Contracted Service	Target 2020 Undup Pts	Actual 2020 YTD Undup Pts	% YTD 2020	% YTD 2019	% 2019 EOY
Puente de la Costa Sur	CC	180	101	56%	63%	93%
	Intensive CC	20	20	100%	40%	100%
	Health Insurance Assistance	170	129	76%	109%	132%
Ravenswood	Primary Care	449	269	60%	64%	81%
	Dental	183	113	62%	74%	89%
	CC	204	111	54%	48%	60%
Samaritan House / Safe Harbor	Care Coordination (CC)	200	142	71%	87%	118%
	Intensive CC	10	14	140%	0%	0%
Sonrisas Dental	Dental	115	53	46%	70%	83%
StarVista	Adult Outreach & Engagement	150	174	116%	43%	73%
	Adult Therapeutic Services	205	168	82%	81%	140%
	Youth CC	35	9	26%	67%	72%
	Youth Therapeutic Services	25	11	44%	104%	152%
	Transportation	300 trips	55 trips	18%	30%	38%

2,871 patients
68% of contract total

Challenges related to COVID-19

- Increased drug use exacerbating mental health issues
- Staff shortages
- Safety measures limit number of clients seen each day
- Dental van and Foot Clinic do not have routinely scheduled days
- Sonrisas unable to find new Pescadero dental clinic location
- Fewer volunteers coming to Safe Harbor to offer programs

Challenges

- Building trust with clients via telehealth
 - Not all clients have phones or reliable service
- Puente staff on front lines of CZU Lightning fire recovery response
- Poor air quality and summer heat waves
- Ravenswood
 - Limited Street outreach
 - Encampment sweeps



Highlights & Successes

- BHRS is better able to follow-up with clients because they are staying in shelter longer
- LifeMoves has successfully partnered with HCU to assist clients with Medi-Cal and ACE enrollment
- PHPP is currently interviewing for new AOD case manager to join Street & Field Medicine team
- Puente is working closely with the County, farms and CBOs to provide COVID-19 testing at farms and at community locations

Highlights & Successes

- Ravenswood
 - Using the Mobile Van to provide an outdoor pharmacy
 - Almost all services have been open since mid-summer
 - Telehealth has been working well for primary care
 - Providing dental hygiene kits
- Sonrisas is able to see some farmworkers from Pescadero at Half Moon Bay location

Looking ahead:

- Continue monitor COVID impact on contractors and clients
- Scheduling site visits
- RFP to be released soon



November 12, 2020

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

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

Dear Supervisor Horsley,

The San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Co-Applicant Board is comprised of local community leaders who oversee the federal program managed by San Mateo County to support the access and delivery of necessary and appropriate healthcare services to historically vulnerable and medically underserved populations, particularly the farmworker communities and individuals experiencing homelessness in San Mateo County. Created through County Ordinance No. 04670 (2013), the HCH/FH Co-Applicant Board governs the HCH/FH Program within the San Mateo Medical Center (SMMC) in conjunction with the Board of Supervisors and the SMMC Board of Directors.

Through years of serving the farmworker communities in San Mateo County, the HCH/FH Co-Applicant Board and HCH/FH Program have found that San Mateo County would benefit from a focal point for service coordination and response for issues facing the farmworker community as well as increased data collection.

The HCH/FH Co-Applicant Board is aware of the formation of a new coalition serving farmworkers in San Mateo County. The objective of this new coalition, the San Mateo County Farmworker Affairs Coalition (SMCFAC), to coordinate a response to the COVID-19 pandemic is in line with the HCH/FH Co-Applicant Board's mission of supporting farmworker health. The farmworker communities of San Mateo County are particularly vulnerable to the spread and negative impacts of COVID-19. The HCH/FH Board believes that it is important to provide access to health education, necessary supplies, and health services as part of the COVID-19 response.

As such, the HCH/FH Board is strongly in support of the critical efforts of SMCFAC. The Board will monitor opportunities for the HCH/FH Program to collaborate with SMCFAC on initiatives which support farmworker health and thus improve the health outcomes for the county as a whole. The HCH/FH Co-Applicant Board also encourages the Board of Supervisors to support the Coalition's mission.

A handwritten signature in black ink, appearing to read "Brian Greenberg".

Brian Greenberg, PhD
HCH/FH Chair

TAB 2

Interpreter

Training

Funding



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: December 10, 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

SUBJECT: San Mateo Medical Center Interpreter Training Funding Request

San Mateo Medical Center (SMMC) serves diverse patient populations and aims to provide language services (interpretation and translation) in each patient's preferred languages. In addition to offering interpreter services via remote video, phone, and via contracted and staff interpreters, SMMC seeks to increase capacity in medical interpretation services by training SMMC staff who have bilingual proficiency and an understanding of medical terminology. Using SMMC staff to serve as medical interpreters in their clinics is a cost effective and value-added method to address the growing language service needs at SMMC.

In 2019, the SMMC Office of Diversity, Equity and Inclusion (Office of DEI) submitted a proposal as part of the annual HCH/FH Small Funding Request process to develop a one-time 40-hour training for staff who wish to serve as medical interpreters in their clinics. HCH/FH funded this project (\$15,000) because the benefit to San Mateo's homeless and farmworker communities (who speak a diverse range of languages) was clear. Early in 2020, HCH/FH funded an additional effort (\$5,900) to support SMMC staff completion of the training.

The Office of DEI has submitted a third proposal (\$30,175) for more comprehensive, sustainable interpreter training and refresher training program that will be incorporated into Learning Management System (LMS), SMMC's online education portal. This process will allow SMMC to track staff interpreter status, ensure that staff renew their training every 2 years, and maintain a current list of staff interpreters on the DEI Sharepoint site.

The amount being requested is over \$25,000 and, therefore, requires the Co-Applicant's Board approval. This request is for the Board to fund \$30,175 for SMMC's Office of Diversity, Equity and Inclusion to develop 1) an 8-hour online LMS training course for SMMC staff to obtain the bilingual staff medical interpreter tag and 2) a 2-hour refresher LMS course for staff to maintain their medical interpreter tag.

TAB 3
QI/QA
Memo



DATE: December 10th, 2020

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

FROM: Frank Trinh, Medical Director HCH/FH Program
Danielle Hull, Clinical Services Coordinator

SUBJECT: QI COMMITTEE REPORT

The San Mateo County HCH/FH Program QI/QA Committee did not meet in December.

- Telehealth Pilot
 - The HCH/FH Program completed and submitted an application for the Virtual Care Innovations Network: Clinic Connections Track on November 25th, 2020. Acceptance into the program will be announced on Tuesday, February 9, 2021.
 - The Virtual Care Innovation Network aims to enable safety net provider organizations to learn from peers and experts, test new approaches, accelerate the work they have already started, and develop approaches to sustain virtual care as an essential component for how care is delivered into the future.
 - The program is funded by Kaiser Permanente and designed in partnership with Center for Care Innovations (CCI), National Health Care for the Homeless Council (NHCHC), the primary care associations in each of the states in which Kaiser Permanente provides care (California, Colorado, Georgia, Hawaii, Maryland, Oregon, Washington, D.C., and Washington State), and regional associations in California.
 - The Clinic Connection track is designed for organizations who are most interested in engaging with their peers to discuss and solve specific challenges. These organizations may not have the time or staff to dedicate to advancing a specific project, but they are interested in speaking with other organizations on a monthly basis to share best practices, ask for advice, and learn from each other.
- Homeless and Farmworker Death Data
 - The HCH/FH Program has set a time to meet in December with the County Coroner's Office to discuss current death data collection as well as the possibility to build a report of homeless and farmworker deaths.
- Reporting Pathways
 - The Clinical Coordinator and Medical Director spoke with the lead of SMMC's Primary Care Quality Group and agreed on quarterly report outs on HCH/FH clinical data.

TAB 4
RFP 2020
Update



DATE: December 10, 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

SUBJECT: Request for Proposal Update

The HCH/FH Program conducts a Request for Proposal (RFP) to solicit health services for people experiencing homelessness and the farmworker community in San Mateo County every 3 years, as required by County Policy.

HCH/FH released an RFP for Enabling Healthcare Services for Individuals Experiencing Homelessness and Farmworkers and their Dependents (RFP #66000-2021-134) on November 30, 2020. The following services, selected by the Co-Applicant Board through the strategic planning processes, are included in the RFP:

- 1) Promotores model in Half Moon Bay region
- 2) Care Coordination attached to Mobile Clinic, Street/Field Medicine and New Patient Connection Center
- 3) Care Coordination for newly housed individuals

HCH/FH staff notified County and community partners of the opportunity via email along with an abbreviated version of the RFP timeline:

- Release RFP: November 30, 2020
- Q&A Tele-conference: December 15, 2020
- Last day to submit questions: December 18, 2020
- Proposal submission deadline: January 22, 2021
- RFP Evaluation: February 2021
- Contract negotiations: March-May 2021
- Anticipated Contract Award: Summer 2021

TAB 5
Finance
Report



San Mateo Medical Center
222 W 39th Avenue
San Mateo, CA 94403
650-573-2222 T
smchealth.org/smmc

DATE: December 10, 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 November 2020 show a total expenditure of **\$176,073** of which \$171,205 is claimable against the grant. For the year to date, we have expended approximately \$2,288,472 in grant funds, about 82% of our Base Grant (including carryover but not including the Expanded Services – IBHS – award) through 92% of the grant year.

This month contracted service delivery was comparably high for this late in the year. At current rates, our contracts and MOUs will under-expend at around \$250,000 for the year. Additionally, with no National Conference expenditures, the staff vacancy and other COVID impacted activities, we currently project a total unexpended balance of approximately \$418,100 (\$235,850 in Base Grant funds) 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. We have had discussions with SMC Health on funding some of the CURATIVE testing post 01/01/21 for farmworkers and homeless.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 11/30/20



GRANT YEAR 2020

allocated to
SUD-MH or
IBHS

Details for budget estimates	Budgeted [SF-424]	November \$\$	To Date (11/30/20)	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	38,859	482,301	520,250		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	8,787	117,859	129,000		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			500		1,500
Taxis	1,000		789	1,000		1,000
Van & vehicle usage	1,000		314	500		2,000
	24,500		12,303	13,200		34,500
<u>Supplies</u>						
Office Supplies, misc.	10,000		5,748	10,000		12,000
Small Funding Requests			46,990	147,000		
	10,000		52,738	157,000		12,000
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	27,775	577,300	675,000		872,000
Current 2020 contracts	1,033,250	90,120	825,567	930,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	3,200	105,250	115,000	115,000	150,000
---unallocated---/other contracts						
	2,005,250		1,596,079	1,807,962		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	8,000		30,000
IT/Telcom	10,000	2,464	19,599	24,000		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		27,192	43,000		65,500
TOTAL	2,846,750	171,205	2,288,472	2,670,412	115,000	2,971,040
GRANT REVENUE						
Available Base Grant	2,625,049			2,625,049		2,691,632
Carryover	132,709			166,213		167,000 IBHS
Available Expanded Services Awards **	317,000			297,250		235,850 carryover
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		3,094,482
BALANCE	228,008		PROJECTED AVAILABLE	418,100		123,442
	(88,992)		BASE GRANT PROJECTED AVAILABLE	235,850		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	176,073	2,330,289	2,728,212	NEXT YEAR	3,044,790
	BUDGETED	<i>This month</i>	TO DATE	PROJECTED		

Expenditure Details

Drawdown thru 0919

4111 reg hrs	384700.87				
4131 sick lv	4552.41				
4133 vaca	27951.69	29515.32	-1563.63	27951.69	
4134 holiday	14999.86	16301.86	-1302	14999.86	
35/41/61/72 comp/exH/OT	15666.86	24367.47	-8700.61	15666.86	
	<hr/>				
	447,872				
4311 FICA	25269.35				
4312 Medicare	6176.61				
4321 Co Retirement	63003.25				
4328 Co 401 contr.	8545.92				
4402 - 4412 Health plans	11417.63	Q1 only			
4418 - 4431 Retiree/dental/vision	6724.11	includes 2000.34 of retiree helth for Q1			
4441 - 4628 other benefits	3871.62	3875.74	-4.12	3871.62	
	<hr/>				
	125,008				
5724 Other Bus Travel	1390.28	1390.28			
5713 air & veh rental	6038.64	6038.64			
5721 mtgs & conf	19248.91	19248.91			
6153 taxis	159.86	159.86			
5714 - 6717 emp mi reimb/mv mil	1509.85	69.6	1440.25	1509.85	
	<hr/>				
	28,348				
5165 med.dental supplies					
5191 - 5196 Gen Off Supp/Copiers	6177.76	3736.25	365.03	2076.48	6177.76
5188 Misc other exp (sml funding)					
5234 Furn & Equip					
5211-5212, 5423 comp ex laser print	3102.25	2847.48	254.77	3102.25	
5866, 5969 fingerprinting, ergo	388	88	300		
	<hr/>				
	9,668				
5824 spec med (RFHC-PC)	60588	60588			
5825 cont dental	137673	137673			
5856 cont special prgm	516974	516974			
6161 bhrs	36000	36000			
6167 phpp	599220	599220			
	<hr/>				
	1,350,455				

5858 consultants	71337	71337		
5132, 6712 cell phone & telephone	2143.66	1044.35	1099.31	2143.66
5215 - 6713 sftw lic & automation :	7592.3	364.29	7228.01	7592.3
5331 memberships	2300	2300		
5731, 5732 training	175	175		
6733 HR Services	44.64	44.64		
	<u>83592.6</u>			

2,044,943

4100 salary overage	6304			
4411-4412 health insurance	27510			
5199 Oth Off Exp (gift cards)				
5858 grant wrting specifically				
6719 catering	815			
	<u>34629</u>			

2,079,572

Expenditure Details

459437.93

	Drawdown thru	TOTAL	Dec-19	Nov-19	Oct-19
4111 reg hrs		316433			
4131 sick lv		-8652			
4133 vaca		0			
4134 holiday		0			
35/41/61/72 comp/exH/OT		0			
	-	307,781			
4311 FICA		102215			
4312 Medicare		-23092			
4231 Co Retirement		0			
4328 Co 401 contr.		0			
4402 - 4412 Health plans		0			
4418 - 4431 Retiree/dental/vision		0			
4441 - 4628 other benefits		0			
	-	79,123			
5724 Other Bus Travel		213			
5713 air & veh rental		935			
5721 mtgs & conf		9546			
6153 taxis		789			
5714, 5722, 6717 emp mi reimb/mv mil		820			
	-	12,303			
5165/5164/5167 med.dental supplies		1472			
5191 - 5199 Gen Off Supp/Copiers		7933			
5188/5711 Misc other exp (sml funding)		52057			
5234 Furn & Equip		0			
5211-5212, 5423 comp ex laser print		0			
5866, 5969 fingerprinting, ergo		0			
	-	61,462			
5824 spec med (RFHC-PC)		53244			
5825 cont dental		85857			
5856 cont special prgm		472248			
6161 bhrs		45500			
6167 phpp		323475			
SUD-MH/IBHS		95050			
	-	1,075,374			

5858/5857	consultants	3594
5132, 6712	cell phone & telephone srv	1504
5215 - 6713	sftw lic & automation srv	7472
5331	memberships	500
5731, 5732, 5733	training	3499
6733	HR Services	0
		<hr/>
		0 16569

- 1,552,612 0 0 0

4100	salary overage	8652
4411-4412	health insurance	23092
5199	Oth Off Exp (gift cards)	0
5858	grant wrting specifically	0
6719	catering	300
		<hr/>
		0 32044

- 1,584,656 - - -

45675.13 66852.75 43910.63 46632.42 46764.47 53903.52 69377.52 48851.79

Sep-19 Aug-19 Jul-19 Jun-19 May-19 Apr-19 Mar-19 Feb-19

46818 46279 58649 46455 48484
-1442 -1442 -1442 -1442 -1442

2

12712 15723 19417 16033 16560
-3322 -4030 -3832 -3922 -4048

102

17

3688 4375 93

41 206 247 57

506 314

284 417 771

4122 3684 127

5067 3448 15000

2754 2754 16218 10098 16371

3383 995 23693 16177 39022

92088 65574 106899 83758 97033

4500 7500 9000 21500

46435 163195 83700

8500 10350 52800 23400

				3594				
			346	346	116	462	117	
			1657	1657	1001	1657	750	
			500					
			2122	15		275	1027	
0	0	0	175630	196404	448510	187607	358522	
			1442	1442	1442	1442	1442	
			3322	4030	3832	3922	4048	
					-	100	100	
-	-	-	180,394	201,876	453,784	193,071	364,112	

37469.7					
Jan-19					
69748		287755			
-1442					
		287755			
21770		73639			
-3938					
		73639			
111		1390.28			
918		1560.09			
1390		6543.83			
238		159.86			
		570.01	69.6	500.41	
		<u>10224.07</u>			
		2157.17			
28542		3102.25	2847.48	254.77	
		388			
		<u>5647.42</u>			
5049		47889			el c 2550
2587		109651			lm 14760
26896	54817 2019 conti	399402			r pc 6732
3000		33000			r d 2985
30145	33145 2019 MOL	490855			r e 3104
					p 19150
					sh 5320
	87962 from 2019	<u>1,080,797</u>			son 6870

				71337		
117		561	230	1208.5	812.35	396.15
<i>750</i>		<i>1657</i>		2164.29	364.29	1800
				2300		
60				175		
				44.64		
				<u>77229.43</u>		
185941						
						1,535,292
1442				6197.68		
3938				27143.49		
		2410				
		55187				
				815		
				<u>34156.17</u>		
191,421						









TAB 6
Director's
Report



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: December 10, 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 November 12, 2020 Co-Applicant Board meeting:

On November 16th, we received a Notice of Funding Opportunity (NOFA) for HRSA's Fiscal Year (FY) 2021 National Hypertension Control Initiative for Health Centers. This supplemental NOFO intention is to "Increase provider and staff engagement in implementing evidence-based practices, including advanced self-measured blood pressure technology, to increase controlled hypertension." Specifically, the intent was to increase the utilization of Bluetooth/Wifi enabled blood pressure measuring devices as a tool to support hypertension control. This was a non-competitive opportunity for \$120,240 total over three years with a December 4th application deadline. To be eligible, a program needed to have reported less than 58.9% compliance for controlled hypertension on the 2019 UDS, or show performance less than that so far in 2020. For 2019, our reported rate for controlled hypertension was 63%, so we would have needed to qualify through 2020 reporting to date.

While our 2020 data to date would have qualified us, in preparing for a possible response to request the funding, we determined that SMMC was not positioned to directly support routine upload of data from the remote advanced blood pressure devices. In looking at current staffing, the lack of a current interface with eCW, lack of direct alignment with current SMMC hypertension projects, and the likely effort required over the three years to increase our current rate of hypertension control, Program determined that there was not sufficient potential value to support dedicated bandwidth effort to accomplish the stated goals, and Program chose not to apply for the supplemental funding.

On Thursday, December 4th, Program received Notice of Award 20-00 from HRSA committing funding from Grant Year 2021 (January 1, 2021 through December 31, 2021) based on the approval of our recently submitted Non-Competing Continuance-Business Period Report (NCC/BPR). The award totals \$2,691,632, which includes a reduction in the ongoing grant of \$20,250 due to "...*lack of progress to increase the number of patients receiving medication-assisted treatment (MAT) for opioid use disorder consistent with the terms outlined through the Fiscal Year 2018 Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) notice of award.*" We are reviewing this determination to assess if it is actually accurate.





SAN MATEO COUNTY HEALTH

**SAN MATEO
MEDICAL CENTER**

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

We have continued to have discussion with SMC Health to support testing (utilizing the new Curative testing model) for the homeless and farmworkers. Presently we are looking at providing support from the HCH/FH CARES funding to support some of this effort beginning January 1, 2021, and we are working with SMC Health to determine exactly what this will look like. In addition, with the likely announcement of multiple approved vaccines for COVID, we are working to be positioned to support vaccine efforts for farmworkers, who are defined as 'Essential Workers', and the homeless, many of whom are at higher risk due to age and pre-existing conditions. We continue to monitor the CDC and state guidance on the priority groups for vaccination.

Prior to the release of the HCH/FH Request for Proposals (RFP), Program had notified all of our current contractors that it was forthcoming and represented the Program's funding intentions with Community Programs for the coming three years, in alignment with the Board's approved Strategic Plan. They were reminded that their current agreements would be ending on June 30, 2021, and that continued funding was not assured – that it would be based on responses to the RFP for those specific services identified in the RFP. It was noted that these were not necessarily the same services that were currently being contracted for.

A couple of our current community contract partners have reached out to us to discuss the situation. Some of them may not have perceived that there was a change in direction in pursuing specific services streams that they may not be aligned with, and therefore, not likely to receive funding. Staff has begun the effort of de-briefing to identify ways in which we could have better communicated the planning results, and their potential impacts.

On Monday, November 30th, the HCH/FH Request For Proposals was announced and posted. We expect to hear from more of our current contractors in the coming days as they have questions about how their provision of services may, or may not, align with the RFP.

Program has started preparing for the upcoming Uniform Data System (UDS) Report. As usual, there are a few changes to the report and Program s engaged with Business Intelligence (BI) to ensure we will be in a position to accurately report our data.

Program has completed the purchasing phase of this year's integration of the small funding request. As the Board may recall, this year Program is purchasing quantities of the most commonly requested winter oriented supplies for the homeless and farmworkers, and are distributing them to the interested community programs.

Seven Day Update

ATTACHED:

- Program Calendar

Health Care for the Homeless & Farmworker Health (HCH/FH) Program
2020 Calendar (Revised December 4, 2020)

EVENT	DATE	NOTES
<ul style="list-style-type: none"> Board Meeting (January 14, 2020 from 9:00 a.m. to 11:00 a.m.) RFP submissions due January 22 	January	All meetings are held virtually via Teams until further notice.
<ul style="list-style-type: none"> Board Meeting (TBD – date is often changed due to UDS submission from 9:00 a.m. to 11:00 a.m.) Initial UDS submission- February 15, 2020 	February	
<ul style="list-style-type: none"> Board Meeting (March 11, 2020 from 9:00 a.m. to 11:00 a.m.) Final UDS submission due March 31, 2020 	March	
<ul style="list-style-type: none"> Board Meeting (April 8, 2020 from 9:00 a.m. to 11:00 a.m.) 	April	
<ul style="list-style-type: none"> Board Meeting (May 13, 2020 from 9:00 a.m. to 11:00 a.m.) SMMC Audit approval 	May	

BOARD ANNUAL CALENDAR	
<u>Project</u>	<u>Deadline</u>
UDS submission- Review	April
SMMC annual audit- approve	April/May
Services/locations (Forms 5A and 5B) -Review	June/July
Budget renewal-Approve	August/sept- Dec/Jan
Annual conflict of interest statement - members sign (also on appointment)	October
Annual QI Plan-Approve	Winter
Board Chair/Vice Chair Elections	Oct-November
Program Director annual review	Fall /Spring
Sliding Fee Scale (FPL)- review/approve	Spring

TAB 7
COVID-19
Update



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: December 10, 2020

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

FROM: Irene Pasma, Implementation Coordinator

SUBJECT: COVID-19 Update

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

1. **Funding:** Program continues to seek ways to financially support SMMC and County Health with COVID CARES funding.
2. **Vaccine:** HCH/FH Medical Director is part of the County's Vaccine Task Force which is responsible for the distribution/logistics of the vaccine following California Department of Public Health's plan.
3. **COVID-19 Testing at Shelters:** supporting Public Health in conducting surveillance testing at shelters.
4. **COVID-19 Education and Testing on Farms:** continuing to keep a pulse on activities, trying to increase on-farm COVID education and testing.