



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

FINANCE COMMITTEE MEETING

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 Phone Conference ID: 352 422 708#

February 9, 2023 8:00-8:45am

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

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		
1. Meeting minutes from January 2023	Robert Anderson	8:06 AM

E. REPORTING & DISCUSSION AGENDA		
1. Director’s report - January 2023 Budget & Finance Report	Jim Beaumont	8:08 AM
2. Current HRSA awards – update	Gozel Kulieva	8:15 AM
3. 2022 Contractor and MOU update	Gozel Kulieva	8:25 AM

F. BOARD COMMUNICATIONS & 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.

G. OTHER ITEMS

H. ADJOURNMENT	Robert Anderson	8:45 AM
1. Next meetings:		
- May 11 th , 2023, 9:00 AM (location pending)		
- August 10 th , 2023, 9:00 AM (location pending)		
- November 9 th , 2023, 9:00 AM (location pending)		

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 Gozel Kulieva at least five working days before the meeting at gkulieva@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>.



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

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 ID: 456 156 854#

January 12, 2023, 8:00-8:45am

Meeting Minutes

Co-Applicant Board Members	County Staff Present	Members of the Public
Robert Anderson Steve Kraft Francine Serafin Dickson Victoria Sanchez De Alba Absent Eric DeBode	Jim Beaumont Gozel Kulieva	

Agenda Item	Discussion / Recommendations	Action
A. Call to order	Meeting was called to order by Robert Anderson at 8:02am.	
B. Changes to order of agenda	No changes.	
C. Public comment	None	
D. Consent agenda: 1. Meeting minutes from December 2022	All items on the consent agenda were approved	Consent agenda was moved by Steve Kraft, seconded by Victoria, and approved by all board members present
E. Reporting & Discussion agenda 1. Director's report 2. New funding - HRSA Expanding Covid-19 Vaccinations (ECV)	Jim Beaumont presented December 2022 budget and finance report. Preliminary year end expenditures are approximately \$2,300,222, with the expectation to reach \$2.8M. There is an unexpected funding of \$818,000 compared to funds last year, driven primarily by staffing vacancies and under expenditures from contracts and MOUs. Gozel Kulieva discussing the new HRSA funding for expanding Covid-19 vaccinations. HCHF program received \$99,643 to fund specific activities directed at expanding COVID-19 vaccination efforts for the period of December 1, 2022 – May 31, 2023. The HCHF program	

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<p>3. Next regular meeting: finalizing quarterly meeting dates & times</p>	<p>reached out to its partners in the network with the request to apply for funding. Puente and Daly City Partnership were the only two agencies interested in this funding, and the program is currently in the process of finalizing new contracts with them.</p> <p>In consideration with the Brown Act and the resuming of in-person board meetings beginning with March 2023, the finance sub-committee agreed to meet on a quarterly basis in February, May, August, November. The meetings will take place on the days of the regularly scheduled Co-applicant board meetings, at 9 am. Locations will vary.</p>	<p>Finance committee will reconvene in February 2023.</p>
<p>F. Board communications and announcements</p>	<p>None</p>	
<p>G. Adjournment</p>	<p>Meeting was adjourned at 8:31 am. The next finance committee meeting is scheduled for February 9, 2023 via Microsoft Teams.</p>	

*Meeting minutes respectfully submitted by
Gozel Kulieva,
Management Analyst, Healthcare for the Homeless /Farmworker Health Program.*



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

DATE: February 09,2023

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 for the month total about \$98,000, which is not unexpectedly small as it would include December contract & MOU invoices, which tend to run the smallest of the year. Also, our largest MOU (with PHPP) is not represented in the total as they have been delayed in submitting. And is typical, routine County charges for services for the month, which are entered as part of the County's month-end fiscal processes, are also not included as they had not been run yet.

Our preliminary expenditure projection for the 2023 Grant Year (GY) will leave us with right around \$560,511 unexpended funding when compared to our total funds for the year (base grant award plus carryover from GY 2022). This is about 30% larger than our original spend-down target and provides some level of certainty for being able to fulfill our already awarded 2024 contracts, plus providing some flexibility for the Board in making potential finding choices during this and next GY.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 01/31/23



GRANT YEAR 2023

January \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (01/31/23)	Projection for end of year	Projected for GY 2024
EXPENDITURES					
<u>Salaries</u>					
Director, Program Coordinator					
Management Analyst, Medical Director new position, misc. OT, other, etc.	721,000	47,465	47,465	720,000	750,000
<u>Benefits</u>					
Director, Program Coordinator					
Management Analyst, Medical Director new position, misc. OT, other, etc.	270,000	20,079	20,079	265,000	292,500
<u>Travel</u>					
National Conferences (2500*8)	15,000			15,000	20,000
Regional Conferences (1000*5)	5,000			5,000	7,500
Local Travel	1,500			1,500	1,500
Taxis	1,000	108	108	1,000	1,500
Van & vehicle usage	1,500			1,500	1,500
	24,000		108	24,000	32,000
<u>Supplies</u>					
Office Supplies, misc.	10,000			10,000	10,000
Small Funding Requests	10,000		0	10,000	10,000
<u>Contractual</u>					
2022 Contracts		24,091	24,091	24,091	
2022 MOUs					
Current 2023 MOUs	1,241,000			1,175,000	1,200,000
Current 2023 contracts	865,979			825,000	825,000
	2,106,979		24,091	2,024,091	2,025,000
<u>Other</u>					
Consultants/grant writer	40,000	6,348	6,348	40,000	40,000
IT/Telcom	4,200	76	76	28,000	30,000
New Automation				0	-
Memberships	2,000			2,000	5,000
Training	5,000			3,000	20,000
Misc				500	500
	51,200		6,424	73,500	95,500
TOTAL	3,183,179	98,167	98,167	3,116,591	3,205,000
GRANT REVENUE					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	818,470		818,470	818,470	560,511 carryover
HCH/FH PROGRAM TOTAL	3,677,102		3,677,102	3,677,102	3,419,143
BALANCE					
	493,923	Available	3,578,935	560,511	214,143
			Current Estimate	Projected	based on est. grant of \$2,858,632
Tides Grant Award	AMI	1000	1,000		
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	1,500	1,500	42,500	50,000
Health Coverage	57,000	5,235	5,235	48,000	45,000
base grant prep	60,000			60,000	
food	2,500			2,500	2,500
incentives/gift cards	1,000				1,500
	134,250	6,735	6,735	153,000	99,000
TOTAL EXPENDITURES	3,317,429	104,902	104,902	3,269,591	NEXT YEAR 3,304,000



DATE: February 9, 2023

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

FROM: Gozel Kulieva, Management Analyst HCH/FH Program

SUBJECT: Management Analyst Report

HRSA 2023 FUNDING OVERVIEW

Grant Name	Grant Abbreviation	Budget Period Start	Budget Period End	Grant Amount	Update
American Rescue Plan Act	ARPA	4/1/2021	3/31/2023	\$ 1,697,375	<ol style="list-style-type: none"> 21% (\$352,433) expended. No cost extension planned for early March. Possibility to fund Dignity on Wheels
American Rescue Plan Act Capital Improvement	ARPA CI	9/15/2021	9/14/2024	\$ 562,931	<ol style="list-style-type: none"> 0% expended. Planned activities include multi-clinic equipment purchases & minor renovations.
Expanding Covid-19 Vaccinations	ECV	12/1/2022	5/31/2023	\$ 99,643	<ol style="list-style-type: none"> 0% expended. Currently finalizing two contracts (Puente, and Daly City Partnership) Budgeted for COVID-19 supplies and patient transport
Health Center Program	Base Grant	1/1/2023	12/31/2023	\$ 2,143,974	<ol style="list-style-type: none"> Base grant 2022 UDS report due February 15



SAN MATEO
COUNTY HEALTH



SAN MATEO
COUNTY HEALTH

2022 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD 2022
Abode	\$ 149,999.00	\$ 84,559.13	56%
ALAS Promotores Model	\$ 179,480.00	\$ 172,100.00	96%
Life Moves	\$ 350,000.00	\$ 348,700.00	100%
Puente	\$ 166,500.00	\$ 166,260.00	100%
BHRS HCH	\$ 90,000.00	\$ 90,000.00	100%
BHRS HEAL	\$ 150,000.00	\$ 64,983.93	43%
BHRS El Centro	\$ 40,000.00	\$ 40,000.00	100%
PHPP Mobile Clinic & Street/Field Med	\$ 825,000.00	\$ 618,750.00	75%
PHPP AOD Services	\$ 127,500.00	\$ 98,239.24	77%
Saturday Dental Clinic (Coastside Clinic)	\$ 70,000.00	\$ 27,852.00	40%
Sonrisas	\$ 123,220.00	\$ 102,175.00	83%
TOTAL	\$ 2,271,699.00	\$ 1,813,619.30	80%