



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

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 ID: 711 259 066#

October 8<sup>th</sup>, 8-8:45am

**AGENDA**

<b>AGENDA ITEM</b>	<b>SPEAKER(S)</b>	<b>TIME</b>
<b>A. CALL TO ORDER</b>	Robert Anderson	<b>8:00 AM</b>
<b>B. CHANGES TO ORDER OF AGENDA</b>		<b>8:01 AM</b>
<b>C. PUBLIC COMMENT</b>		<b>8:02 AM</b>
<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>		
<b>D. CONSENT AGENDA</b>		
1. Meeting minutes from August 13 <sup>th</sup> , 2020	Sofia Recalde	<b>8:06 AM</b>
<b>E. REPORTING AGENDA</b>		
1. HCH/FH Contractor YTD Financial Update	Sofia Recalde	<b>8:10 AM</b>
2. Budget & Finance Report through September 2020	Jim Beaumont	<b>8:20 AM</b>
3. Budget(s) for RFP service streams	Jim and Sofia	<b>8:30 AM</b>
<b>F. BOARD COMMUNICATIONS &amp; ANNOUNCEMENTS</b>		
<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>		
<b>OTHER ITEMS</b>		
1. <b>Next Regular Meeting November 12<sup>th</sup>, 2020; 8:00 A.M. – 8:45 A.M.  </b> Microsoft Teams   Virtual Future meetings – Every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)		
<b>G. ADJOURNMENT</b>	Robert Anderson	<b>8:45 AM</b>

**Healthcare for the Homeless/Farmworker Health Program  
Co-Applicant Board Finance Sub-Committee Meeting Minutes (August 13, 2020)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Eric DeBode  
Christian Hansen

County Staff Present

Jim Beaumont  
Sofia Recalde

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
<b>Call to Order</b>	Meeting was called to order by Robert Anderson at 8:01 AM. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	Staff requested to change the order of the Reporting Agenda. The fourth item in the reporting agenda, 2021 Contract Extensions, was moved up to the second position.	
<b>Public Comment</b>	No Public Comment at this meeting.	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from July 9, 2020	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Christian Hansen, <u>SECONDED</u> by Eric Debode, <u>APPROVED</u> by all Board Members present.
<b>Reporting Agenda:</b> Quarter 2 Contractor Financial Report	Although contracted service providers were off to a good start at the beginning of CY 2020, the impact of COVID-19 on contractor's ability to deliver services is evident. Contractors have expended 49% of the budget allocated to contracts at the end of Q2 2020 compared to 54% at the end of Q2 2019. Most contractors have been able to adapt and modify their approach to seeing clients; however, some (like PHPP Mobile Clinic, Sonrisas Dental and Ravenswood Dental) were simply unable to see clients due to office closures. Staff worked with Ravenswood to adjust service rates and client targets to accommodate the increased cost of seeing fewer clients for primary care, dental and enabling services. Staff is also working with PHPP to address the challenges they are facing in seeing their clients.	
2021 Contract Extensions	Staff presented a summary of the Jan-Jun 2021 Contract extension budgets and explained that the January to June 2021 budget was determined by taking the average number of clients served by service type between January and June in prior years.	

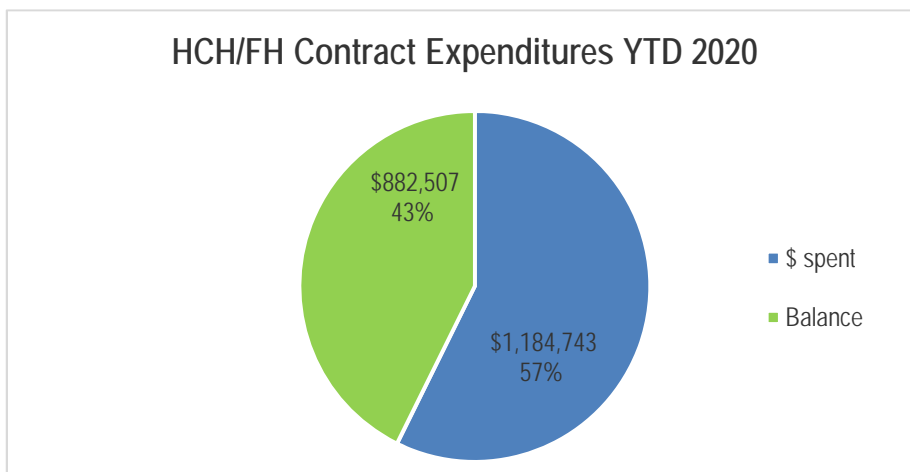
<p>COVID Awards – Budgets &amp; Expenses</p>	<p>HRSA awarded HCH/FH three supplemental funding awards totaling \$878,720 to prepare for and respond to COVID-19. HCH/FH has spent \$386,514 on COVID-related expenses to date. However, only \$296,731 of those expenses were allowable under the supplemental funding awards. As of July 9, 2020, 34% of the supplemental funding has either been spent or encumbered for a specific COVID-19 activity. A little over half of the funding allocated to date (\$200,000) has been assigned to increasing COVID-19 testing capacity at the SMC Public Health Laboratory.</p>	
<p>Budget &amp; Finance Report through July 2020</p>	<p>Due to the County using July to close their Fiscal Year Accounting, almost no July invoices were paid, and nearly all of July expenditures were salary and benefits expenses. The program is projecting a small balance for unexpended funds from our base grant at the end of the year.</p>	
<p><b>Other Items:</b></p>	<p>None</p>	
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 8:43am.</p>	

HCH/FH Contractor Financial Progress | Jan - Aug 2020

Contractor	Contract Amount	Amount Spent	% YTD 2020	% YTD 2019	EOY 2019
Ayudando Latinos a Soñar (ALAS) **	\$71,000	\$0	0%	NA	NA
Behavioral Health & Recovery Services	\$90,000	\$54,000	60%	36%	57%
El Centro de Libertad	\$73,500	\$23,550	32%	26%	51%
LifeMoves	\$295,750	\$208,495	70%	62%	99%
PHPP Mobile Van & Expanded Services	\$482,250	\$244,030	51%	56%	93%
PHPP Street & Field Medicine	\$249,750	\$249,750	100%	100%	100%
Puente de la Costa Sur	\$183,500	\$107,250	58%	66%	96%
Ravenswood - Medical *	\$107,100	\$41,157	38%	52%	81%
Ravenswood - Dental *	\$54,725	\$22,487	41%	63%	89%
Ravenswood - Enabling *	\$97,000	\$21,534	22%	42%	60%
Samaritan House - Safe Harbor	\$81,000	\$56,680	70%	71%	94%
Sonrisas Dental	\$131,675	\$54,960	42%	67%	83%
StarVista	\$150,000	\$100,850	67%	39%	79%
<b>TOTAL</b>	<b>\$2,067,250</b>	<b>\$1,184,743</b>			

\* Invoices updated through June 2020

\*\* Contract pending





DATE: October 08, 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 September 2020 show a total expenditure of \$165,593 of which \$160,725 is claimable against the grant. For the year to date, we have expended approximately \$2,116,267 in grant funds, about 72% of our Base Grant (including carryover but not including the Expanded Services – IBHS – award) through 75% of the grant year.

We are seeing a continued markedly lower level of contractor expenditures, clearly the result of the pandemic. At current rates, our contracts and MOUs will under-expend at around \$200,000 for the year. Additionally, with no National Conference expenditures, the staff vacancy and other COVID impacted activities, we currently project an unexpended balance of approximately \$383,000 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.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 09/30/20



GRANT YEAR 2020

allocated to  
SUD-MH or  
IBHS

Details for budget estimates	Budgeted [SF-424]	September \$\$	To Date (09/30/20)	Projection for end of year		Projected for GY 2021
<b>EXPENDITURES</b>						
<u>Salaries</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	601,000	38,475	442,442	560,000		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	8,554	109,072	138,000		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			1,000		1,500
Taxis	1,000		789	1,500		1,000
Van & vehicle usage	1,000		314	1,000		2,000
	24,500	0	12,303	14,700		34,500
<u>Supplies</u>						
Office Supplies, misc. Small Funding Requests	10,000	44	5,748	10,000		12,000
	10,000		46,990	47,000		12,000
			52,738	57,000		
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	58,450	549,525	745,000		872,000
Current 2020 contracts	1,033,250	51,870	735,447	930,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	1,100	102,050	125,000	132,250	150,000
---unallocated---/other contracts						
	2,005,250		1,474,984	1,887,962		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	8,000		30,000
IT/Telcom	10,000	2,232	17,135	28,000		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		24,728	47,000		65,500
<b>TOTAL</b>	<b>2,846,750</b>	<b>160,725</b>	<b>2,116,267</b>	<b>2,704,662</b>	<b>132,250</b>	<b>2,971,040</b>
<b>GRANT REVENUE</b>						
Available Base Grant	2,625,049			2,625,049		2,625,049
Carryover	132,709			166,213		167,000 IBHS
Available Expanded Services Awards **	317,000			297,250		218,850 carryover
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		3,010,899
<b>BALANCE</b>	<b>228,008</b>		<b>PROJECTED AVAILABLE</b>	<b>383,850</b>		<b>39,859</b>
	<b>(88,992)</b>		<b>BASE GRANT PROJECTED AVAILABLE</b>	<b>218,850</b>		based on est. grant of \$2,678,621 before reduction
** includes \$150,000 of SUD-MH (allocated) & \$167,000 for IBHS not yet allocated						
<b>Total special allocation required</b>	<b>\$ 138,446</b>					
<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
<b>TOTAL EXPENDITURES</b>	<b>2,919,750</b>	<b>165,593</b>	<b>2,158,084</b>	<b>2,762,462</b>	<b>NEXT YEAR</b>	<b>3,044,790</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>		