



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

[Microsoft Teams Meeting](#)

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

January 14, 2021 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 December 10 <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 December 2020	Jim Beaumont	<b>8:20 AM</b>
3. COVID-19 Supplemental Funding Update	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 February 11<sup>th</sup>, 2021; 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>

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 at least five working days before the meeting at [SMMC\\_HCH\\_FH\\_Program@smcgov.org](mailto:SMMC_HCH_FH_Program@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>.

**Healthcare for the Homeless/Farmworker Health Program  
Co-Applicant Board Finance Sub-Committee Meeting Minutes (December 10<sup>th</sup>, 2020)  
San Mateo Medical Center**

Co-Applicant Board Members Present  
Robert Anderson

County Staff Present  
Jim Beaumont  
Sofia Recalde

Members of the Public

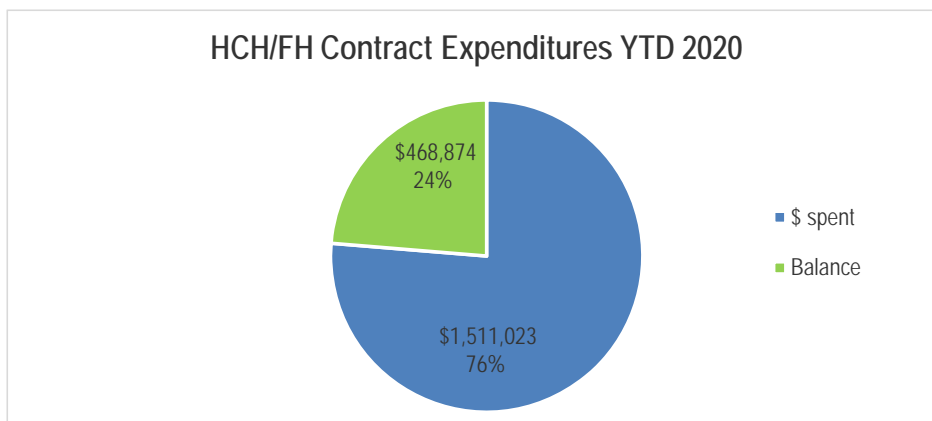
ITEM	DISCUSSION/RECOMMENDATION	ACTION
<b>Call to Order</b>	Meeting was called to order by Robert Anderson at 8:00 AM. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	No changes	
<b>Public Comment</b>	No Public Comment at this meeting.	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from October 8 <sup>th</sup> , 2020	No action was taken at this meeting.	Consent agenda will be approved at the January 2021 meeting
<b>Reporting Agenda:</b> HCH/FH Contractor YTD Update	As of October, contracted service providers have spent 70% of the Contractor budget. Ravenswood's invoicing for primary care and dental is up to date through October 2020; however HCH/FH is still waiting for their July-October invoices for enabling services. ALAS has not yet submitted an invoice for services initiated in June 2020 and is working with staff to complete their data reporting and invoicing. Based on conversations with ALAS and Ravenswood, EOY 2020 contractor financial performance is expected to be similar to 2019 (~85% of contract allocation).	
Budget & Finance Report through October 2020	<p>The HCH/FH program has expended approximately \$2,288,472 in grant funds, which is ~82% of the Base Grant (including carryover but not including the Expanded Services IBHS award) through October 2020. We currently project a total unexpended balance of approximately \$418,100 (\$235,850 in Base Grant funds) at the end of the grant year.</p> <p>We have obligated the entire COVID ECT (testing) award (\$181,144) and original COVID-19 award (\$57,581). Approximately \$500,000 remains available from the CARES award (\$639,995), and staff continues to collaborate with count and community partners to support education, testing and (future) vaccination efforts for the homeless and farmworkers in the County.</p>	

Winter supplies Update	In place of the typical Small Funding Request process that HCH/FH initiates towards the end of each calendar year, HCH/FH solicited requests for a limited number of items and worked with Materials Management (SMMC procurement) to purchase nearly \$100K in supplies for our County and community partners to distribute to their homeless and farmworker clients. Items started to arrive at SMMC on 11/30, and staff has been able to distribute supplies to several external organizations and departments within the County. It is anticipated that distribution will continue through early January.	
<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:43am.	

HCH/FH Contractor Financial Progress | Jan - Nov 2020

Contractor	Contract Amount	Amount Spent	% YTD 2020	% YTD 2019	EOY 2019
Ayudando Latinos a Soñar (ALAS)	\$71,000	\$54,690	77%	NA	NA
Behavioral Health & Recovery Services	\$90,000	\$58,000	64%	54%	57%
El Centro de Libertad	\$73,500	\$30,450	41%	42%	51%
LifeMoves	\$295,750	\$263,755	89%	94%	99%
PHPP Mobile Van & Expanded Services	\$482,250	\$312,320	65%	87%	93%
PHPP Street & Field Medicine	\$249,750	\$249,750	100%	100%	100%
Puente de la Costa Sur	\$183,500	\$172,350	94%	86%	96%
Ravenswood - Medical	\$80,757	\$60,957	75%	76%	81%
Ravenswood - Dental	\$41,387	\$34,097	82%	84%	89%
Ravenswood - Enabling *	\$49,328	\$21,534	44%	58%	60%
Samaritan House - Safe Harbor	\$81,000	\$71,880	89%	94%	94%
Sonrisas Dental	\$131,675	\$70,990	54%	83%	83%
StarVista	\$150,000	\$110,250	74%	76%	79%
<b>TOTAL</b>	<b>\$1,979,897</b>	<b>\$1,511,023</b>	<b>76%</b>		

\* Invoices updated through June 2020





DATE: January 14, 2021

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 December 2020 show a total expenditure of \$258,009 of which \$222,902 is claimable against the grant. For the year we have expended approximately \$22,598,683; about \$2,522,374 from our Base Grant (~90%), \$112,550 from our Expanded Services SUD-MH Award (~75%), \$45,492 from our COVID awards (~5%) and about \$42,877 in non-grant funds.

As we wrapped up the year, there appeared to be a slight uptick in contract expenditures, whether due to invoice catch-up or greater re-establishment of client flows as COVID temporarily appeared to wane prior to the holidays. Based on these preliminary numbers, we underspent in contracts by about \$275,000 for the year (~14%) and about \$80,000 in Salaries & Benefits (~10%). There is nearly \$100,000 in "Small Funding" expenditures that either will hit the accounts during late closing or in January 2021.

Overall, this leaves us with an expected unexpended fund balance of \$577,138 (~18.5%) including unexpended SUD-MH funding. We expect to be able to carryover the vast majority of these funds based on HRSA's current policies. Note that the COVID Awards have end dates in March thru May of 2021, and that we committed a significant amount (over \$180,000) to PH Lab in support of COVID testing. We are in discussions with SMC Health on additional testing possibilities that would/could expend much of the remaining COVID funding.

As the county will finish closing its books for January in about 10 days, we plan to have a fuller report for the 2020 Grant Year for the February Board meeting.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 12/31/20



GRANT YEAR 2020

allocated to  
SUD-MH or  
IBHS

Details for budget estimates	December \$\$		To Date (12/31/20)	Projection for end of year	Projected for GY 2021
	Budgeted [SF-424]				
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	601,000	64,832	547,133	520,250	631,050
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	12,180	130,039	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	2,187	7,935	10,000	12,000
Small Funding Requests		4,171	51,161	147,000	
	10,000		59,096	157,000	12,000
<u>Contractual</u>					
2019 Contracts			54,817	54,817	
2019 MOUs			33,145	33,145	
Current 2020 MOUs	822,000	15,045	592,345	675,000	872,000
Current 2020 contracts	1,033,250	109,055	934,622	930,000	1,034,000
ES contracts (SUD-MH & IBHS)	150,000	7,300	112,550	115,000	150,000
---unallocated---/other contracts				115,000	
	2,005,250		1,727,479	1,807,962	2,056,000
<u>Other</u>					
Consultants/grant writer	30,000		3,594	8,000	30,000
IT/Telcom	10,000	2,232	21,831	24,000	20,000
New Automation				0	-
Memberships	2,500		500	2,500	5,000
Training	3,000	5,900	9,399	8,000	10,000
Misc	500			500	500
	46,000		35,324	43,000	65,500
<b>TOTAL</b>	<b>2,846,750</b>	<b>222,902</b>	<b>2,511,374</b>	<b>2,670,412</b>	<b>2,971,040</b>
<b>GRANT REVENUE</b>					
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
<b>BALANCE</b>	<b>228,008</b>		<b>PROJECTED AVAILABLE</b>	<b>577,138</b>	<b>123,442</b>
	<b>(88,992)</b>		<b>BASE GRANT PROJECTED AVAILABLE</b>	<b>394,888</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	2163	11,536	15,800	13,750
Health Coverage	57000	3585	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	5,748	41,817	57,800	73,750
<b>TOTAL EXPENDITURES</b>	<b>2,919,750</b>	<b>228,650</b>	<b>2,553,191</b>	<b>2,728,212</b>	<b>NEXT YEAR 3,044,790</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>	

### COVID-19 Supplemental Awards & Expenditures (as of 01/08/2021)

COVID-19 Award	Budget	Actual Expenses	
<b>Personnel</b>	<b>\$23,251</b>	<b>\$27,853</b>	
Staff placement on SMC DOC	\$23,251	\$27,853	
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$8,138</b>	<b>\$4,240</b>	
<b>Equipment</b>	<b>\$0</b>	<b>\$0</b>	
Telehealth equipment	\$0	\$0	
<b>Supplies</b>	<b>\$11,692</b>	<b>\$12,766</b>	
Outreach Materials	\$4,500	\$972	
Hygiene and PPE supplies	\$2,192	\$5,717	
Telehealth supplies	\$5,000	\$4,444	
Tents and tarps	\$0	\$1,633	
<b>Contracts</b>	<b>\$14,500</b>	<b>\$11,703</b>	
Case management/behavioral health support for homeless	\$10,000	\$11,481	
Sanitation services	\$4,500	\$222	
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total</b>	<b>\$57,581</b>	<b>\$56,561</b>	98%

Expanding Capacity for Coronavirus Testing	Budget	Actual Expenses	
<b>Personnel</b>	<b>\$14,472</b>	<b>\$27,144</b>	
Medical Service Assistant	\$7,236	\$0	
Medical Service Assistant	\$7,236	\$0	
Microbiologist	\$0	\$27,144	
Lab Assistant	\$0		
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$5,065</b>	<b>\$0</b>	
<b>Equipment</b>	<b>\$107,107</b>	<b>\$57,000</b>	
GeneXpert Module	\$51,000		
Applied Biosystems 7500 fast dx Real Time PCR instrument	\$56,107		
<b>Supplies</b>	<b>\$39,500</b>	<b>\$97,000</b>	
Hygiene and PPE supplies	\$13,500		
COVID screening and testing supplies	\$26,000		
<b>Contracts</b>	<b>\$15,000</b>	<b>\$0</b>	
CBO logistical and testing support	\$15,000		
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total</b>	<b>\$181,144</b>	<b>\$181,144</b>	100%

CARES Award	Budget	Planned Expenditures	Actual Expenses
<b>Personnel</b>	<b>\$7,750</b>	<b>\$11,318</b>	<b>\$7,233</b>
Staff placement on SMC DOC	\$7,750	\$1,938	\$1,938
EMTs at Maple Street Shelter	\$0	\$857	\$857
Mayela COVID education		\$5,000	\$916
Microbiologist		\$3,523	\$3,523
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$2,713</b>	<b>\$2,141</b>	<b>\$815</b>
<b>Equipment</b>	<b>\$50,444</b>	<b>\$0</b>	<b>\$0</b>
Telehealth equipment	\$50,444	\$0	\$0
<b>Supplies</b>	<b>\$83,000</b>	<b>\$26,196</b>	<b>\$19,418</b>
Outreach Materials	\$5,000	\$4,497	\$1,040
Hygiene and PPE supplies	\$10,000	\$21,698	\$18,379
Telehealth supplies	\$25,000		\$0
Tents and tarps	\$3,000		\$0
COVID screening and testing supplies	\$15,000		\$0
COVID therapeutics and vaccines	\$25,000		\$0
<b>Contracts</b>	<b>\$496,088</b>	<b>\$65,000</b>	<b>\$4,830</b>
Alternative Housing Site (AHS) Case Management	\$48,750	\$65,000	\$4,830
AHS Mental Health/SUD Provider	\$75,000		\$0
AHS Nursing staff	\$112,500		\$0
Case management/behavioral health support for farmworkers	\$42,838		\$0
Case management/behavioral health support for homeless	\$45,000		\$0
Driver	\$12,000		\$0
HCH/FH Van upgrade and maintenance	\$10,000		\$0
Additional SMM + PHPP Street & Field Medicine support	\$100,000		\$0
Temporary rental assistance for self isolation space	\$50,000		\$0
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$639,995</b>	<b>\$104,654</b>	<b>\$32,297</b>

5%