



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

[Microsoft Teams Meeting](#)

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

May 12th, 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 April 14 th , 2021	Sofia Recalde	8:06 AM
E. REPORTING & DISCUSSION AGENDA		
1. Contracts & MOUs financial performance	Sofia Recalde	8:10 AM
2. April 2022 Budget & Finance Report	Jim Beaumont	8:20 AM
3. Program Budget through 2024	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		
<p>1. Next Regular Meeting June 9th, 2022; 8:00 A.M. – 8:45 A.M. Microsoft Teams Virtual Future meetings – Every 2nd Thursday of the month (unless otherwise stated)</p>		
G. ADJOURNMENT	Robert Anderson	8:45 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 the HCH/FH staff at least five working days before the meeting 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. 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.smhealth.org/meeting/hchfh-meetings>.

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

Co-Applicant Board Members Present

Robert Anderson
Steve Kraft

County Staff Present

Jim Beaumont
Sofia Recalde

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call to Order	Meeting was called to order by Robert Anderson at 8:03am. 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 March 10 th , 2021	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Steve K. and <u>SECONDED</u> by Robert A. and <u>APPROVED</u> by all Board Members present.
Reporting Agenda: Feb 2022 Contract & MOU Financial Performance	Contracted service providers expended 15% of funds allocated to contracts and MOUs through February 2022. This continues to be low compared to previous year to date spending due to modified invoicing structures for several agreements, and staff remain confident that providers will draw down funds as expected in 2022.	
Mar 2022 Budget & Finance Report	Grant claimable expenditures for March were ~\$225K for total year-to-date expenditures estimated to be a little over \$500K. Staff project an estimated \$3,016,000 in claimable expenditures for the year. This projection keeps us in the estimated \$200K-\$300K over-expenditure when compared to our Base Grant awards for the year. This is in line with the planned spend-down of the carryover funds balance.	
COVID-19 supplemental funding update	HCH/FH expended 100% of the CARES funding prior to the award deadline of 3/31/22. As a result of this funding, HCH/FH was able to support enhanced case management to over 90 residents at Bayfront Station and counseling to over 40 farmworkers in Half Moon Bay. The CARES funding expanded County Health's capacity to perform and process COVID-19 tests and resulted in COVID-19 vaccine outreach to over 2,000 clients exp homeless and over 400 farmworkers, resulting in over 350 residents getting vaccinated. Additionally, 68 video interpreter cards were purchased for SMMC outpatient and specialty clinics resulting in lower wait times to reach an interpreter and fewer dropped calls.	

	HCH/FH has drawn down approximately 20% of the ARP funding and has allocated over 70% towards planned activities. The ARP award deadline is March 30, 2023.	
Other Items:	None.	
Adjournment	Meeting was adjourned at 8:45am. The next Finance Committee Meeting is scheduled for May 12 th .	

March 2022 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD 2022	2022 Year End Projections	
Abode	\$149,999	\$10,250	7%	\$134,999	90%
<i>ALAS Counseling and Care Coordination (expired)</i>	\$18,720	\$1,560	8%	\$1,560	8%
ALAS Promotores Model	\$179,480	\$84,577	47%	\$170,506	95%
LifeMoves	\$350,000	\$148,300	42%	\$332,500	95%
Puente	\$166,500	\$128,290	77%	\$166,500	100%
BHRS HCH	\$90,000	\$34,200	38%	\$85,500	95%
BHRS HEAL	\$150,000	\$0	0%	\$75,000	50%
BHRS El Centro	\$40,000	\$0	0%	\$40,000	100%
PHPP Mobile Clinic & Street/Field Med	\$825,000	\$206,250	25%	\$825,000	100%
PHPP AOD Services	\$127,500	\$14,785	12%	\$127,500	100%
Saturday Dental Clinic (Coastside Clinic)	\$25,574	\$5,538	22%	\$20,459	80%
Sonrisas	\$109,190	\$26,840	25%	\$98,271	90%
TOTAL	\$2,231,963	\$660,590	30%	\$2,077,795	93%



San Mateo Medical Center
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San Mateo, CA 94403
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smchealth.org/smmc

DATE: May 12, 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

Grant claimable expenditures for February total an estimated \$476,728, for a total year-to-date estimated to be \$1,008,299. 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 \$3,016,000 in claimable expenditures for the year.

This projection leaves us with an estimated \$500K-\$600K unexpended funding when compared to our Base Grant awards for the year. This is in line with the planned spend-down of the carryover funds balance.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 04/30/22



GRANT YEAR 2022

April \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (04/30/22)	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	71,542	218,906	699,000	721,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	178,640	25,841	81,509	255,000	270,000
<u>Travel</u>					
National Conferences (2500*8)	4,000			6,000	15,000
Regional Conferences (1000*5)	2,000			4,000	5,000
Local Travel	500			100	1,500
Taxis	250			400	1,000
Van & vehicle usage	250			500	1,500
	7,000		0	11,000	24,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	3,960		480	5,000	10,000
	3,960		480	5,000	10,000
<u>Contractual</u>					
2021 Contracts			30,375		
2021 MOUs					
Current 2022 MOUs	1,245,000	206,250	222,442	1,200,000	1,100,000
Current 2022 contracts	795,000	169,578	445,638	780,000	1,000,000
---unallocated---/other contracts					
	2,040,000		698,455	1,980,000	2,100,000
<u>Other</u>					
Consultants/grant writer	17,000			10,000	20,000
IT/Telcom	4,200	2,782	8,214	28,000	30,000
New Automation				0	-
Memberships	1,500	500	500	2,500	5,000
Training	1,800			25,000	20,000
Misc		235	235	500	500
	24,500		8,949	66,000	75,500
TOTAL	2,858,632	476,728	1,008,299	3,016,000	3,200,500
GRANT REVENUE					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	750,447		750,447	750,447	
Available Expanded Services Awards **					593,079 carryover
HCH/FH PROGRAM TOTAL	3,609,079		3,609,079	3,609,079	3,451,711
BALANCE	750,447	Available	2,600,780	593,079	251,211
			Current Estimate	Projected	based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	825	3,650	16,000	20,000
Health Coverage	57,000	4,388	15,590	53,000	62,000
base grant prep	-				
food	2,500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	5,213	19,240	69,750	85,000
TOTAL EXPENDITURES	2,932,882	481,941	1,027,539	3,085,750	NEXT YEAR 3,285,500