



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

**FINANCE COMMITTEE MEETING**

November 9, 2023 9:00-9:45am

**County Building Room 101  
 455 County Center  
 Redwood City, CA 94063**

**AGENDA**

<b>AGENDA ITEM</b>	<b>SPEAKER(S)</b>	<b>TIME</b>
<b>A. CALL TO ORDER</b>	Robert Anderson	<b>9:00 AM</b>
<b>B. CHANGES TO ORDER OF AGENDA</b>		<b>9:01 AM</b>
<b>C. PUBLIC COMMENT</b>		<b>9:02 AM</b>
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.		
<b>D. CONSENT AGENDA</b>		
1. Meeting minutes from August 2023	Robert Anderson	<b>9:05 AM</b>
<b>E. REPORTING &amp; DISCUSSION AGENDA</b>		
1. Director’s report – Q3 2023 Budget & Finance Report	Jim Beaumont	<b>9:10 AM</b>
2. Management Analyst report – Q3 2023 Contractor and MOU update	Gozel Kulieva	<b>9:15 AM</b>
3. Overview of program grants & awards	Gozel Kulieva	<b>9:25 AM</b>
4. National Association of Community Health Centers – Financial and Operational Management Conference debrief	Gozel Kulieva	<b>9:35 AM</b>
<b>F. BOARD COMMUNICATIONS &amp; ANNOUNCEMENTS</b>		
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.		
<b>G. OTHER ITEMS</b>		
<b>H. ADJOURNMENT</b>	Robert Anderson	<b>9:45 AM</b>
1. Next meetings: - February 9 <sup>th</sup> , 2024, 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 [gakulieva@smcgov.org](mailto:gakulieva@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>.



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

August 10, 2023 9:00-9:45am

Navigation Center  
 275 Blomquist street,  
 Redwood City, CA

**Meeting Minutes**

<b>Co-Applicant Board Members</b>	<b>County Staff Present</b>	<b>Members of the Public</b>
Robert Anderson Steve Kraft Francine Serafin Dickson Victoria Sanchez De Alba (absent)	Jim Beaumont, Program Director Gozel Kulieva, Management Analyst	

<b>Agenda Item</b>	<b>Discussion / Recommendations</b>	<b>Action Items</b>
<b>A. Call to order</b>	Meeting was called to order by Robert Anderson at 9:02am.	
<b>B. Changes to order of agenda</b>	No changes.	
<b>C. Public comment</b>	None	
<b>D. Consent agenda:</b> 1. Meeting minutes from May 2023	All items on the consent agenda were approved	Consent agenda was moved by Steve, seconded by Francine, and approved by all committee members present.
<b>E. Reporting &amp; Discussion agenda</b>  1. Director's report – Q2 2023 Budget and Finance Report  2. Service Area Competition Budget  3. 2022 Q2 Contractor and MOU update	Jim Beaumont presented Q2 2023 budget and finance report.  Jim Beaumont presented program Service Area Competition (SAC) application budget for the period of 2024-2026. The budget is \$2.8M in federal funding per year, broken down by Homeless and Farmworker specific allocations at 80% and 20% respectively.	

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	Gozel Kulieva reviewed the Q2 2023 performance of program contractors and MOU partners.	
<b>F. Board communications and announcements</b>	None	
<b>G. Adjournment</b>	Meeting was adjourned at 9:45 am. The next finance committee meeting is scheduled for February 8 <sup>th</sup> , 2024 in person.	Finance committee will reconvene in February 2024. Location details will be provided.

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



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: November 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: DIRECTOR'S REPORT & PROGRAM CALENDAR

Program activity update since the October 12, 2023, Co-Applicant Board meeting,

The recruitment for the vacant HCH/FH Planning & Implementation Coordinator position continues to move forward. The application period has closed, 27 applications were screened down to eleven (11), and a civil service panel interview was conducted on Tuesday of this week with each of the candidates. There are a number of promising candidates, and we hope to make a final decision soon.

On Monday of this week (November 6), Irene Pasma and I presented the HCH/FH Needs Assessment Report to the Health Executive Council (HEC). It is a significant step forward for the Program to be asked to present to HEC.

Program continues to move forward with planning for the delivery of dental services by The University of Pacific (UoP) at the Navigation Center. On Thursday, November 2<sup>nd</sup> UoP Dental Program and senior administrative officials visited and toured the Navigation Center, as they move forward in their hiring process for the individuals to staff the effort.

Seven Day Update

ATTACHED:

- Program Calendar





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

DATE: November 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

The initial expenditure report for October 2023 shows \$188,734 in grant expenditures. As usual, this does not include all of our contractor payments nor many routine County charges that are captured as part of month-end processing. Based on past experience, this value indicates a fairly typical expenditure amount of the month.

Based on current projections, the Program will expend approximately \$3.7M for the 2023 Grant Year (GY). Based on the total amount authorized by HRSA for the GY, this will leave around \$786K of unexpended funds that would be available for carryover (on approval of HRSA) into the 2024 GY.

Reimbursement for the grant has been drawn down through the third quarter (Jan thru Sept) and totals \$2.54M. Summary values for the three quarters were:

Salaries	\$ 533,559
Benefits	\$ 204,065
Travel	\$ 17,553
Supplies	\$ 1,312
Contracts/MOU	\$ 1,707,509
Other/Misc.	\$ <u>28,072</u>
	\$ 2,542,473

Attachment:

- GY 2023 Summary Grant Expenditure Report Through 10/31/23



GRANT YEAR 2023

October \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (10/31/23)	Projection for end of year	Projected for GY 2024
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	721,000	49,223	578,004	720,000	798,375
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	270,000	15,809	220,931	275,000	330,000
<u>Travel</u>					
National Conferences (2500*8)	15,000	1,805	18,969	26,000	35,000
Regional Conferences (1000*5)	5,000			3,000	10,000
Local Travel	1,500			500	1,000
Taxis	1,000		187	500	500
Van & vehicle usage	1,500		311	1,000	1,500
	24,000		19,467	31,000	48,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	10,000		1,312	2,500	10,000
	10,000		1,312	2,500	10,000
<u>Contractual</u>					
2022 Contracts			27,691	27,691	
2022 MOUs			412,500	412,500	
Current 2023 MOUs	1,241,000		602,230	1,241,000	1,200,000
Current 2023 contracts	865,979	101,226	707,159	875,000	825,000
---unallocated---/other contracts					
	2,106,979		1,749,580	2,556,191	2,025,000
<u>Other</u>					
Consultants/grant writer	40,000	14,592	64,995	65,000	25,000
IT/Telcom	4,200	4,518	23,954	35,000	30,000
New Automation				0	-
Memberships	2,000		3,661	7,500	5,000
Training	5,000		495	5,000	20,000
Misc			1,342	1,500	1,500
	51,200		94,447	114,000	81,500
<b>TOTAL</b>	<b>3,183,179</b>	<b>187,173</b>	<b>2,663,741</b>	<b>3,698,691</b>	<b>3,292,875</b>
<b>GRANT REVENUE</b>					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Prior Year Unexpended to Carryover	1,626,390		1,626,390	1,626,390	
Other					786,331 carryover
HCH/FH PROGRAM TOTAL	4,485,022		4,485,022	4,485,022	3,644,963
<b>BALANCE</b>	<b>1,301,843</b>	<b>Available</b>	<b>1,821,281</b>	<b>786,331</b>	<b>352,088</b>
			<b>Current Estimate</b>	<b>Projected</b>	based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	1,600	19,240	25,000	45,000
Health Coverage	57,000	6,892	62,012	78,000	90,000
base grant prep	60,000	13,362	36,020	40,000	
food	2,500	1,484	1,946	2,500	2,500
incentives/gift cards	1,000		288	1,000	1,500
	134,250		119,506	146,500	139,000
<b>TOTAL EXPENDITURES</b>	<b>3,317,429</b>	<b>210,511</b>	<b>2,783,247</b>	<b>3,845,191</b>	<b>NEXT YEAR 3,431,875</b>



# SAN MATEO COUNTY HEALTH

## 2023 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD (9/12)
Abode	\$ 149,999	\$ 75,370	50%
ALAS	\$ 182,200	\$ 145,193	80%
<i>Care Coordination</i>	173	200	87%
<i>Health Education Classes</i>	38	50	76%
<i>Staff Professional Development</i>	0	1	0%
<i>Transportation</i>	13	120	11%
Life Moves	\$ 350,000	\$ 305,700	87%
<i>Care Coordination</i>	400	321	80%
<i>Health Insurance Assistance</i>	75	62	83%
<i>Medical Visits (in person)</i>	100	164	164%
<i>Medical Visits (street medicine)</i>	100	99	99%
<i>Medical Visits (telehealth)</i>	20	15	75%
<i>Transportation (one way)</i>	145	204	141%
Puente	\$ 186,100	\$ 128,610	69%
<i>Care Coordination</i>	200	122	61%
<i>Health Insurance Assistance</i>	200	160	80%
<i>Transportation (round trip)</i>	250	111	44%
BHRS HCH	\$ 90,000	\$ 70,800	79%
<i>BHRS HCH Patients</i>	150	118	79%
<i>BHRS HCH Visits (Televisit)</i>		352	
<i>BHRS HCH Visits (In-person)</i>		593	
BHRS HEAL	\$ 150,000	\$ 114,947	77%
BHRS EI Centro	\$ 60,000	\$ 60,000	100%
PHPP	\$ 825,000	\$ 618,750	75%
Saturday Dental Clinic	\$ 70,000	\$ 13,464	19%
Sonrisas	\$ 123,000	\$ 87,360	71%
<i>Dental Visit</i>	384	248	65%
<i>Dental Visit No-Show</i>		25	
<i>New Patients</i>		34	
<b>TOTAL</b>	<b>\$ 2,186,299</b>	<b>\$ 1,620,194</b>	<b>74%</b>