

[ADDENDUM]

**Health Care for the Homeless /
Farmworker Health Program (HCH/FH)
Co-Applicant Board Meeting**

**May 14, 2015
9:00 AM — 11:00 AM**

**Ravenswood Family Health Center
1842 Bay Road (Juanita Duncan Conference Room)
East Palo Alto**

**[ADDENDUM]
Attachments for TAB 11**

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

Co-Applicant Board Meeting

Ravenswood Family Health Center
1842 Bay Road (Juanita Duncan Conf. Room), East Palo Alto
May 14, 2015, 9:00 A.M - 11:00 A.M.

AGENDA

- A. CALL TO ORDER** Robert Stebbins
- B. CLOSED SESSION**
1. No Closed Session this meeting
- C. PUBLIC COMMENT**
Persons wishing to address items on and off the agenda
- D. CONSENT AGENDA**
1. Meeting minutes from April 9 ,2015 **TAB 1**
 2. Program Calendar **TAB 2**
- E. BOARD ORIENTATION**
1. No Board Orientation items this meeting.
- F. REGULAR AGENDA**
1. Board Update of Consumer Input Jim Beaumont/Others **TAB 3**
 - i. Fliers on upcoming events*
 2. Discussion of Operational Site Visit (consultant) Pat Fairchild (by phone)
 3. HCH/FH Co-Applicant QI Policy Jim Beaumont **TAB 4**
 - i. Action Item –Request to Approve HCH/FH Program QI Policy*
 4. HCH/FH Co-Applicant Credentialing/Privileging Policy Jim Beaumont **TAB 5**
 - i. Action Item –Request to Approve HCH/FH Program Credentialing/Privileging Policy*
 5. HCH/FH Co-Applicant Needs Assessment Discussion Jim Beaumont/Linda Nguyen **TAB 6**
 6. HCH/FH Uniform Data System (UDS) final report review Jim Beaumont/Linda Nguyen **TAB 7**
 7. HCH/FH Program Co-Applicant Board Composition Jim Beaumont **TAB 8**
 - i. Action Item –Request to Form Ad Hoc Committee on Board Composition, Recruitment & Selection*
 8. HCH/FH Program Contracts report (quarterly) Linda Nguyen **TAB 9**
 9. HCH/FH Program Director's report Jim Beaumont **TAB 10**
 10. HCH/FH Program Budget & Financial report Jim Beaumont **TAB 11**
 11. HCH/FH QI Committee Report (verbal report) Frank Trinh
 12. HCH/FH Financial Audit Report Jim Beaumont **TAB 12**
 - i. Action Item –Request to Review & Accept the Financial Audit*
- G. OTHER ITEMS**
1. Future meetings – every 2nd Thursday of the month (unless otherwise stated)
 - i. Next Regular Meeting – June 11 , 2015;
9:00 A.M. – 11:00 A.M. at Fair Oaks Health Center- Redwood City*
- H. ADJOURNMENT** Robert Stebbins
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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 Program Coordinator at least five working days before the meeting at (650) 573-2966 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.sanmateomedicalcenter.org/content/Co-ApplicantBoard.htm>.

TAB 11
HCH/FH Program
Budget & Financial
Report
[ADDENDUM]

Details for budget estimates	Budget	To Date (04/30/15)	Projection for GY (+~28 wks)	Projected for GY 2016
<u>Salaries</u>				
Director	111,815	66,153	129,982	134,000
Program Coordinator	86,760	25,297	67,700	87,538
Medical Director	18,235	12,354	40,554	53,944
(proposed) Management Analyst (@ 8 months)	57,285		37,422	91,118
miscellaneous OT etc.		10,392	10392	90,687 If Added
	<u>274,095</u>	<u>114,196</u>	<u>286,051</u>	<u>457,287</u>
<u>Benefits</u>				
Director	64,480	35,565	73,713	75,991
Program Coordinator	53,626	16,284	38,393	49,643
Medical Director	10,894	6,306	22,998	30,592
(proposed) Management Analyst	34,222	0	21,222	51,673
	<u>163,222</u>	<u>58,155</u>	<u>156,326</u>	<u>51,429 If Added</u>
				<u>259,327</u>
<u>Travel</u>				
National Conferences (1500*2*2)	6,000	0	6,000	6,000
Regional Conferences (600*2)	1,200	0	1,200	1,200
Local Travel	800	0	800	800
Taxis	3,000	1,704	3,500	4,000
	<u>11,000</u>	<u>1,704</u>	<u>11,500</u>	<u>12,000</u>
<u>Supplies</u>				
Office Supplies, misc.	5,000	101	2,500	2,500
	<u>5,000</u>	<u>101</u>	<u>2,500</u>	<u>2,500</u>
<u>Contractual</u>				
Current SMMC Clinic commitment (to 06/30)	407,713	305,784	407,713	-
Current 2015 contracts	705,500	314,524	675,500	705,500
Est available (for 07/01 on or otherwise)	186,024			
	<u>1,299,237</u>	<u>620,308</u>	<u>1,083,213</u>	<u>705,500</u>
<u>Other</u>				
Consultants/grant writer	35,000	7,531	60,000	50,000
IT/Telcom	15,000	2,676	10,000	12,000
Memberships	5,000	0	5,000	5,000
Training	2,000	0	2,000	2,000
	<u>57,000</u>	<u>10,207</u>	<u>77,000</u>	<u>69,000</u>
TOTALS - Base Grant	<u>1,809,554</u>	<u>804,671</u>	<u>1,616,590</u>	<u>1,505,614</u>
Expanded Services Grant	219,724	47,550	219,724	219,724
HCH/FH PROGRAM TOTAL	<u>2,029,278</u>	<u>852,221</u>	<u>1,836,314</u>	<u>1,725,338</u>
PROJECTED AVAILABLE			192,964	303,940
NOTE: Former Full Annual SMMC Clinic Funding = \$611,570	2,029,278	667,355	1,834,691	1,706,682

AS APPROVED 2015 GRANT YEAR BUDGET

Object Class Categories	Grant Program, Function or Activity			Total
	ES Grant - HCH	ES Grant - FH	Base Grant	
a. Personnel	120,334.00		274,095.00	394,429.00
b. Fringe Benefits	48,775.00		163,222.00	211,997.00
c. Travel	1,200.00		11,000.00	12,200.00
d. Equipment				-
e. Supplies	7,848.00		5,000.00	12,848.00
f. Contractual		32,557.00	1,299,237.00	1,331,794.00
g. Construction				-
h. Other	17.00	8,993.00	57,000.00	66,010.00
i. Total Direct Charges (sum of 6a-6h)	178,174.00	41,550.00	1,809,554.00	2,029,278.00
j. Indirect Charges				-
k. Totals (sum of 6i-6j)	178,174.00	41,550.00	1,809,554.00	2,029,278.00

EXPENDITURES THROUGH 4/30/2015 [6 months - 50% of year]

Grant Program, Function or Activity			Base Grant %	Total	Total %
ES Grant - HCH	ES Grant - FH	Base Grant			
		114,196.00	42%	114,196.00	29%
		58,155.00	36%	58,155.00	27%
		1,704.00	15%	1,704.00	14%
				-	
		100.99	2%	100.99	1%
47,550.00		620,308.00	48%	667,858.00	50%
				-	
		10,207.00	18%	10,207.00	15%
47,550.00		804,670.99	44%	852,220.99	42%
				-	
47,550.00	-	804,670.99	44%	852,220.99	42%

Expanded Services (ES) Contracts began 01/01/15

314,524.00	Service agreements	546,437.00	Direct Expenditures
305,784.00	Clinics	305,784.00	Clinics
620,308.00	Base Grant Contractual		
		852,221.00	Total Budget Expenditures
47,550.00	ES Agreements		
667,858.00	Total Contractual		
		2,676.00	ISD/Tel/Food/etc
		7,531.25	Consultants
1,704.00	Taxi (Travel)	10,207.25	Total Other

Typical Current Payroll cost is ~\$14,000+ per pay period
 Known increases will bring it to ~\$15,750 per pay period = \$250,000 S&B

Conference Travel expected to be ~ \$7,500