

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

## Finance Committee Meeting

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 ID: 188 021 463#

August 13, 8-8:45am

### AGENDA

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- |   |               |                |
|---|---------------|----------------|
| <b>A. CALL TO ORDER</b>   |               | <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 July 9, 2020  |               | <b>8:06 AM</b> |
| <b>E. REPORTING AGENDA:</b>   |               |                |
| 1. Quarter 2 Contractor Financial Report  | Sofia Recalde | <b>8:10 AM</b> |
| 2. COVID Awards – Budgets & Expenses  | Jim and Sofia | <b>8:20 AM</b> |
| 3. Budget & Finance Report through July 2020  | Jim Beaumont  | <b>8:25 AM</b> |
| 4. 2021 Contract Extensions   | Jim and Sofia | <b>8:35 AM</b> |

### BOARD COMMUNICATIONS AND ANNOUNCEMENTS

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.

### OTHER ITEMS

- Future meetings – every 2<sup>nd</sup> Thursday of the month (unless otherwise stated)  
*Next Regular Meeting September 10, 2020; 8:00 A.M. – 8:45 A.M. | Microsoft Teams| Virtual*

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|-----------------------|----------------|
| <b>F. ADJOURNMENT</b> | <b>8:45 AM</b> |
|-----------------------|----------------|
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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 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 (July 9, 2020)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Eric DeBode  
Christian Hansen

County Staff Present

Jim Beaumont  
Sofia Recalde

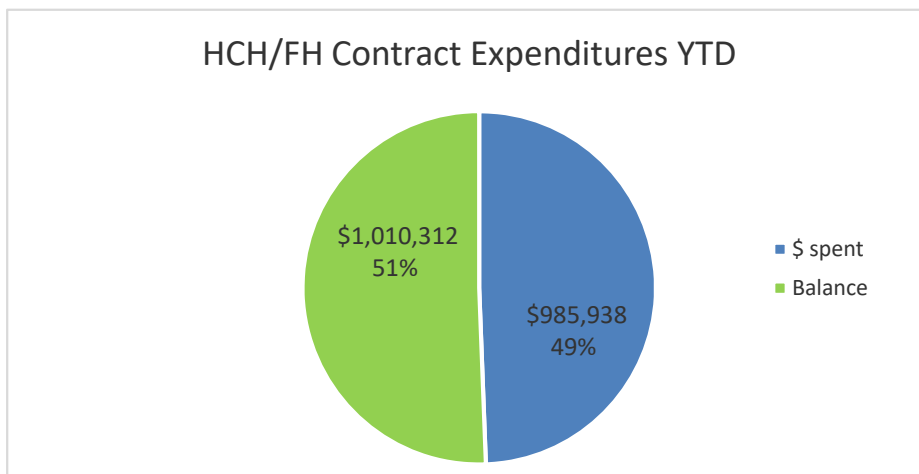
Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
<b>Call to Order</b>	Meeting was called to order by Robert Anderson at 8:04 AM. Everyone present introduced themselves.	
<b>Regular Agenda Public Comment</b>	No Public Comment at this meeting.	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> 1. Meeting Minutes from March 12, 2020 2. Meeting Minutes from Special Meeting on July 1, 2020	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Christian Hansen, <u>SECONDED</u> by Robert Anderson, <u>APPROVED</u> by all Board Members present.
<b>Reporting Agenda:</b> Contracts FY 2020	Although contracted service providers were off to a good start at the beginning of CY 2021, the impact of COVID-19 on contractor's ability to deliver services was evident by May 2020. Sonrisas and Ravenswood dental services were temporarily closed and are slowly reopening; Service Connect was temporarily closed and has reopened at limited capacity; and El Centro is still unable to conduct in-person meetings at homeless shelters and schools on the coast. Staff will continue to monitor performance and is scheduling calls with contractors to understand how they are adapting services in the new COVID-19 environment.	
COVID Awards – Budgets & Expenses	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 (\$155,000) has been assigned to increasing COVID-19 testing capacity at the SMC Public Health Laboratory.	

Contract & MOU Extensions	All HCH/FH contracts for services expire on December 31, 2020. HCH/FH staff had planned to release a Request for Proposal (RFP) in the middle of 2020 so that new contracts for services would be ready to start January 1, 2021. However, the COVID-19 crisis has disrupted daily operations of HCH/FH staff and delayed the release of the RFP. Furthermore, homeless and farmworker providers are busy managing the impact of COVID-19 on their clients and services; it is not an ideal time for CBOs and healthcare providers to respond to an RFP. As a result, HCH/FH is working with contractors to extend current contracts through June 30, 2021 to ensure continuity of services for the homeless and farmworker community in 2021.	
Budget & Finance Report through June 2020	Staff did not report on this agenda item due to time constraints.	
<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:46am.	

HCH/FH Contractor Financial Progress | Jan - Jun 2020

Contractor	Contract Amount	Amount Spent	% YTD 2020	% YTD 2019	EOY 2019
Behavioral Health & Recovery Services	\$90,000	\$49,000	54%	33%	57%
El Centro de Libertad	\$73,500	\$18,600	25%	24%	51%
LifeMoves	\$295,750	\$174,440	59%	52%	99%
PHPP Mobile Van & Expanded Services	\$482,250	\$188,730	39%	49%	93%
PHPP Street & Field Medicine	\$249,750	\$197,950	79%	90%	100%
Puente de la Costa Sur	\$183,500	\$99,000	54%	61%	96%
Ravenswood - Medical	\$107,100	\$41,157	38%	47%	81%
Ravenswood - Dental	\$54,725	\$22,487	41%	57%	89%
Ravenswood - Enabling	\$97,000	\$21,534	22%	39%	60%
Samaritan House - Safe Harbor	\$81,000	\$46,040	57%	65%	94%
Sonrisas Dental	\$131,675	\$45,800	35%	61%	83%
StarVista	\$150,000	\$81,200	54%	39%	79%
<b>TOTAL</b>	<b>\$1,996,250</b>	<b>\$985,938</b>	<b>49%</b>		

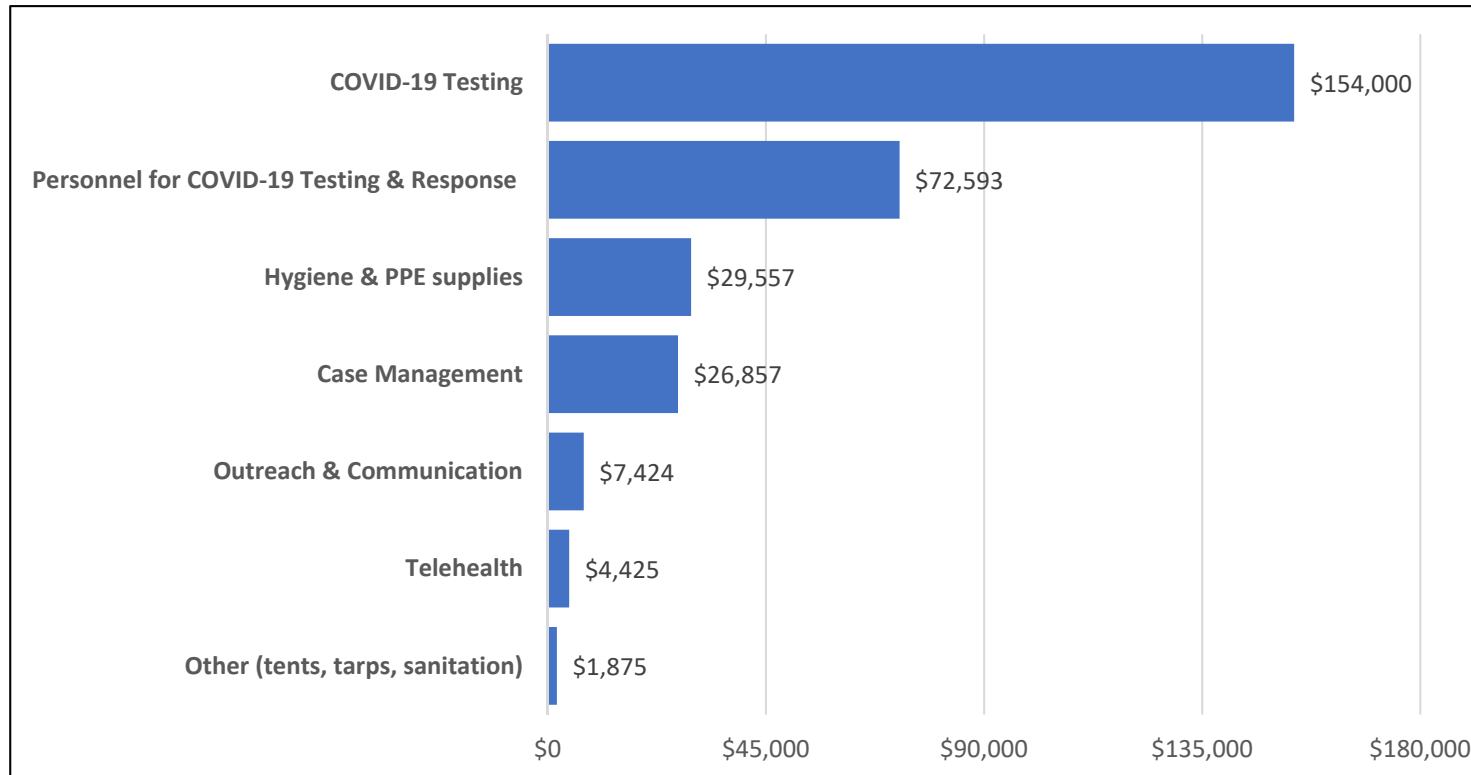


HCH/FH Contractor Patient and Visit Count | Jan-Jun 2020

Agency	Contracted Service	Target 2020 Undup Pts	Actual 2020 YTD Undup Pts	% YTD 2020	% YTD 2019	% 2019 EOY
Behavioral Health & Recovery Svcs	Care Coordination (CC)	180	98	54%	33%	57%
El Centro	CC	100	30	30%	17%	35%
	Motivaitonal Outreach	60 presentations	7 presentations	12%		74%
	Prevention Education	35 presentations	10 presentations	29%		87%
Life Moves	CC	385	175	45%	40%	79%
	Intensive CC	75	100	133%	90%	290%
	Street Medicine	140	60	43%	62%	96%
	SSI/SSDI	40	39	98%	42%	136%
	Eligibility	40	50	125%	26%	108%
	Transportation	450 trips	188 trips	42%	62%	110%
PHPP Mobile Van & Expanded Services	Primary Care (PC)	1,000	361	36%	48%	90%
	PC for formerly incarcerated & homeless	210	96	46%	51%	97%
PHPP- Street & Field Medicine	Primary Care	135	107	79%	90%	159%
Puente de la Costa Sur	CC	180	74	41%	51%	93%
	Intensive CC	20	20	100%	15%	100%
	Health Insurance Assistance	170	100	59%	84%	105%
Ravenswood	Primary Care	700	269	38%	47%	81%
	Dental	275	113	41%	57%	89%
	CC	500	111	22%	39%	60%
Samaritan House / Safe Harbor	Care Coordination (CC)	200	104	52%	70%	118%
	Intensive CC	10	14	140%	0%	0%
Sonrisas Dental	Dental	115	40	35%	61%	83%
StarVista	Adult Outreach & Engagement	150	146	97%	25%	73%
	Adult Therapeutic Services	75	145	193%	45%	140%
	Youth CC	75	8	11%	51%	72%
	Youth Therapeutic Services	25	10	40%	40%	152%
	Transportation	300 trips	48 trips	16%	18%	38%
<b>Total HCH/FH Contracts</b>		<b>4,800</b>	<b>2,270</b>	<b>47%</b>		

## COVID-19 Actual & Planned Expenditures as of August 5, 2020

Funding awarded for COVID-19	\$878,720
COVID-19 related expenditures	\$386,514
Allowable expenditures	\$296,731
Percent of COVID-19 awards allocated to projects/services	34%



**\* COVID related expenses to be charged to Base Grant**

Nutrition

Shelter in Place supplies

ALAS contract for mental health and case management services

<b>COVID-19 Award</b>	<b>Budget</b>	<b>Actual &amp; Planned Expenses</b>
<b>Personnel</b>	<b>\$23,251</b>	<b>\$22,646</b>
Staff placement on SMC DOC	\$23,251	\$22,646
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$8,138</b>	<b>\$3,447</b>
<b>Equipment</b>	<b>\$0</b>	<b>\$0</b>
Telehealth equipment	\$0	\$0
<b>Supplies</b>	<b>\$11,692</b>	<b>\$15,060</b>
Outreach Materials	\$4,500	\$4,424
Hygiene and PPE supplies	\$2,192	\$4,557
Telehealth supplies	\$5,000	\$4,425
Tents and tarps	\$0	\$1,654
<b>Contracts</b>	<b>\$14,500</b>	<b>\$3,079</b>
Case management/behavioral health support for homeless	\$10,000	\$2,857
Sanitation services	\$4,500	\$222
<b>IDC</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$57,581</b>	<b>\$44,231</b>

77%

<b>CARES Award</b>	<b>Budget</b>	<b>Actual &amp; Planned Expenses</b>
<b>Personnel</b>	<b>\$7,750</b>	<b>\$19,356</b>
Staff placement on SMC DOC	\$7,750	\$0
EMTs at Maple Street Shelter	\$0	\$500
Microbiologist		\$18,856
<b>Fringe Benefits (not inc. health insurance) - @ 35%</b>	<b>\$2,713</b>	<b>\$0</b>
<b>Equipment</b>	<b>\$50,444</b>	<b>\$0</b>
Telehealth equipment	\$50,444	\$0
<b>Supplies</b>	<b>\$83,000</b>	<b>\$28,000</b>
Outreach Materials	\$5,000	\$3,000
Hygiene and PPE supplies	\$10,000	\$25,000
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>\$24,000</b>
Alternative Housing Site (AHS) Case Management	\$48,750	\$24,000
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>Total</b>	<b>\$639,995</b>	<b>\$71,356</b>

11%



<b>Expanding Capacity for Coronavirus Testing</b>	<b>Budget</b>	<b>Actual &amp; Planned Expenses</b>
<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	\$57,000
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	\$97,000
<b>Contracts</b>	<b>\$15,000</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%



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: August 13, 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 June 2020 show a total expenditure of \$76,403 of which \$71,569 is claimable against the grant. However, due to the county using essentially all of July to close their Fiscal Year accounting, almost no July invoices were paid. Almost all of the shown July expenditures are salary and benefits expenses.

Because of this, along with the COVID pandemic impact, there is insufficient information to make any realistically accurate projections. We expect normal processing to have occurred for July & August by the end of the month, so we expect to be able to provide a fuller report next month.

Nonetheless, we do continue to show a small balance for unexpended funds from our base grant for the end of the year. In addition, HRSA did provide the HCH/FH Program with its full carryover request – base grant, SUD-MH and IBHS.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 07/31/20



GRANT YEAR 2020

Details for budget estimates	July \$\$		To Date (07/31/20)	Projection for final adds	allocated to SUD-MH or IBHS	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	57,348	365,129	565,000		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	11,989	91,112	154,000		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.	10,000		4,999	15,000		12,000
Small Funding Requests			46,990	47,000		
	10,000	0	51,989	62,000		12,000
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	0	368,975	800,000		872,000
Current 2020 contracts	1,033,250	0	523,387	990,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	0	95,050	142,500	132,250	150,000
---unallocated---/other contracts						
	2,005,250		1,075,374	2,020,462		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	10,000		30,000
IT/Telcom	10,000	2,232	11,208	25,000		20,000
New Automation				0		-
Memberships	2,500		500	2,500		5,000
Training	3,000		3,499	7,000		10,000
Misc	500			500		500
	46,000		18,801	45,000		65,500
<b>TOTAL</b>	<b>2,846,750</b>	<b>71,569</b>	<b>1,614,708</b>	<b>2,861,162</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		
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		2,792,049
<b>BALANCE</b>	<b>228,008</b>		<b>PROJECTED AVAILABLE</b>	<b>227,350</b>		<b>(178,991)</b>
	<b>(88,992)</b>		<b>BASE GRANT PROJECTED AVAILABLE</b>	<b>62,350</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	8,652	12,498		13,750
Health Coverage	57000	3392	23,092	47,256		57,000
base grant prep	-					0
food	2500		300	2,500		1,500
incentives/gift cards	1,000			1,000		1,500
	73,000	4,834	32,044	63,254		73,750
<b>TOTAL EXPENDITURES</b>	<b>2,919,750</b>	<b>76,403</b>	<b>1,646,752</b>	<b>2,924,416</b>	<b>NEXT YEAR</b>	<b>3,044,790</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>		
COVID Expenditures		0	9473			