



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

[Microsoft Teams Meeting](#)

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

April 8th, 2021 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 February 11 th , 2021 | Sofia Recalde | 8:06 AM |
| E. REPORTING AGENDA | | |
| 1. HCH/FH Contracts 2021 YTD Financial Report | Sofia Recalde | 8:10 AM |
| 2. Budget & Finance Report | Jim Beaumont | 8:20 AM |
| 3. Supplemental awards update | Jim and Sofia | 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 May 13th, 2021; 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 |

**Healthcare for the Homeless/Farmworker Health Program
Co-Applicant Board Finance Sub-Committee Meeting Minutes (February 11th, 2021)
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson
Eric Debode

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 8:03 AM. Everyone present introduced themselves. | |
| Change to Order of the Agenda | No changes | |
| Public Comment | No Public Comment at this meeting. | |
| Closed session | No closed session | |
| Consent Agenda: Meeting Minutes from January 14 th , 2020 | All items on the Consent Agenda were approved. | Consent agenda was <u>MOVED</u> by Eric Debode, <u>SECONDED</u> by Robert Anderson, <u>APPROVED</u> by all Board Members present. |
| Reporting Agenda: HCH/FH 2020 Contractor Performance | In 2020, HCH/FH contracted service providers spent 86% of the \$1,979,897 allocated for contracted service delivery, compared to 88% in 2019. The final invoice from PHPP for Mobile Clinic and Expanded Services has not yet been received. Due to a recently discovered data entry issue, PHPP may be able to invoice for additional clients than currently captured, thereby increasing the total amount spent in 2020. | |
| Budget & Finance Report through January 2021 | Preliminary expenditure numbers for January 2021 show a total expenditure of \$350,201 of which \$331,887 is claimable against the grant. We have continued to work on closing the books for GY 2020, which are not yet quite finalized. In addition, we are working through the fiscal documents required by HRSA and the necessary carry-over documents. | |
| Board Contracting Responsibility | Historically the HCH/FH Board is involved in every step of contract decision-making from selecting services, vendors and the contract award amount to specifying and approving the contract language that details the scope of services, outcome measures and payment terms. Staff proposed an alternative that would retain the Board's responsibility in selecting the scope of services, outcome measures, vendors and budget without requiring HCH/FH Board to approve Exhibits A and B of the contracts. This change would streamline the process of executing contracts, starting services and reduce conflict of | |

| | | |
|---------------------|--|--|
| | interest issues while maintaining Board's responsibility in carrying out the services prioritized in the strategic planning process. | |
| Other Items: | None | |
| Adjournment | Meeting was adjourned at 8:52am. | |

HCH/FH Board Contracting Process

Prepared by staff for the February 2021 Board Meeting



Previous HCH/FH Board participation in contracting process

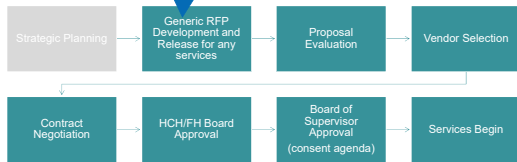
Board members participate in:

1. proposal evaluation
2. vendor selection, and
3. approval of specific details of contract terms



Contracting Process

Board approves a generic RFP before it is released

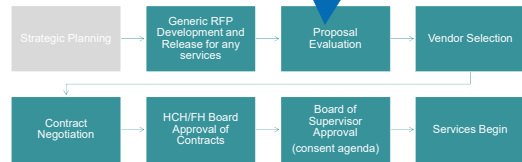


Previous Process



Contracting Process

Selected Board Members review and rate proposals.



Previous Process



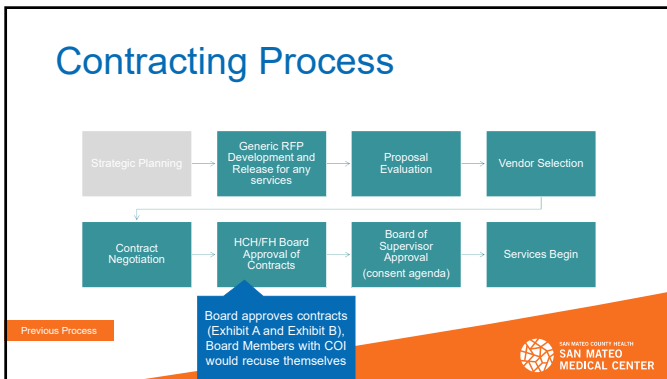
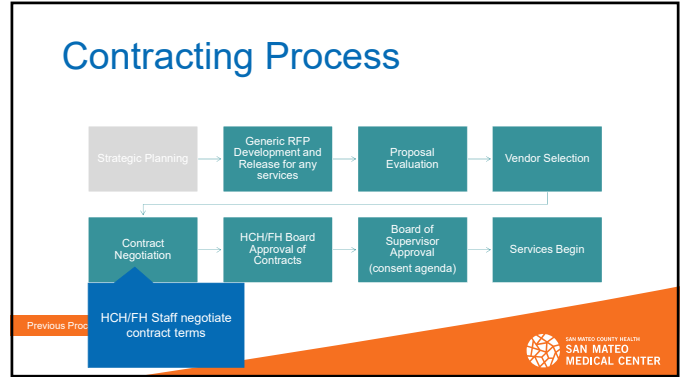
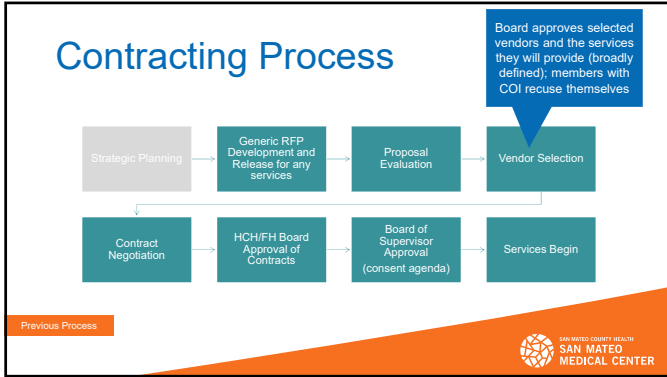


Exhibit A Objectives and Outcome Measures

TABLE A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Each quarterly period shall be defined as one (1) calendar year running from January 1st through December 31st unless specified otherwise in the agreement.

Contractor shall provide the following services for each reporting period:

The County of San Mateo Health Care for the Homeless (San Mateo Health (SMH)) Program is contracting with Legal Aid Society of San Mateo County (Legal Aid) for a full range of enabling services to farmworker individuals, referred to as Needs Assessment, Coverage Study, Small legal remedies, substance and patient and community education. Legal Aid will provide legal services, including eligibility assistance, legal advice, follow-up, translation services, and related services for Covered California, support to improve client income to San Mateo County Health System primary medical services and HCH/FH Program activities, or other health care/coverage programs as appropriate, and ongoing support to meet County of Primary Health Care (PHC) needs for Migrant and Seasonal Agricultural Workers. A unique individualized individual is one who has not been previously served and involved for that service during the specified reporting period. The HCH/FH Program will continue to monitor the number of "new" that are provided legal services, even as Legal Aid will monitor for unfulfilled individuals.

The services to be provided by Legal Aid will be implemented as measured by the following objectives and outcome measures:

OBJECTIVE 1: Provide direct legal services to a minimum of 20 unfulfilled farmworker individuals or family members of farmworkers each reporting period to support eligibility assistance in securing access to available health, social services, pharmacy and other essential programs including Medi-Cal, Medicare, ACA, ACA health plans, and related assistance programs related to the access of medical, mental health or substance abuse services. A minimum of 20 on-going encounters will be provided to these 20 individuals.

These encounters must be face-to-face with the patient. Third party and remote (phone, email, chat) interactions on behalf of or with a patient are not counted in encounters.

OBJECTIVE 1.1: 80% of the farmworker clients provided legal services will receive specific outcomes in addressing issues related to health coverage or health care access.

Outcome Measure 1.A: Of the farmworker individuals, a minimum of 80% will receive coverage or health care-related outcomes through access to available coverage programs.

Outcome Measure 1.B: Of the farmworker clients provided legal services 80% will be uninsured, not having current health coverage.

OBJECTIVE 2: Complete a regional Needs Assessment, and develop a plan to systematically address identified barriers to accessing health care affecting farmworkers in San Mateo County.

Outcome 2.A: To complete a Needs Assessment of the region to determine the number and location of farmworkers, their greatest areas of need, and the legal barriers they are currently

These are the outcome measures HCH/FH staff reports on to the Board during Quarterly Contractor Reports

SAN MATEO COUNTY HEALTH
SAN MATEO MEDICAL CENTER

Exhibit B Payment Terms

TABLE


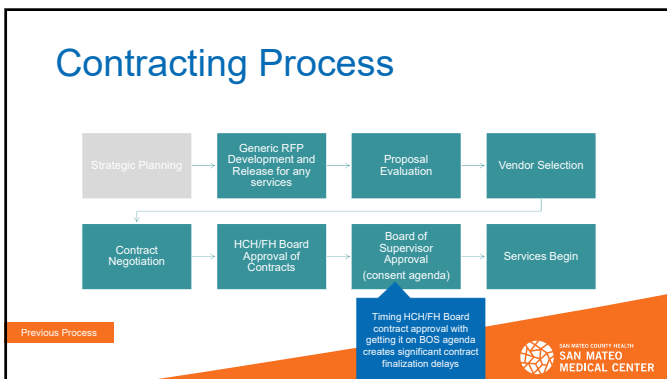
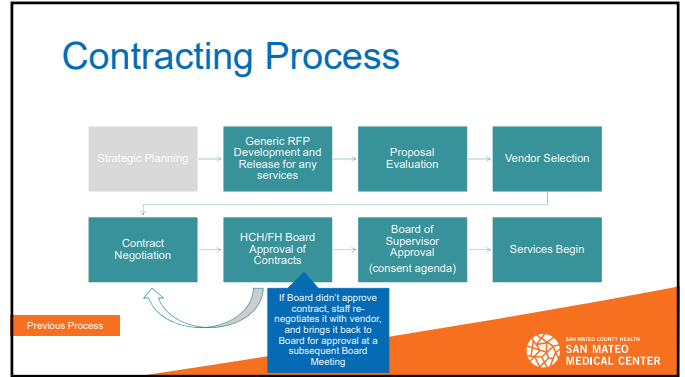
In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:


County shall pay Contractor \$8,000 total over the term of the agreement for the Needs Assessment project. County shall pay \$2,000 upon Contractor submission of Needs Assessment leader plan with questionnaire and/or tool for review and acceptance, and \$1,000 upon Contractor submission of the Needs Assessment final report for review and acceptance.

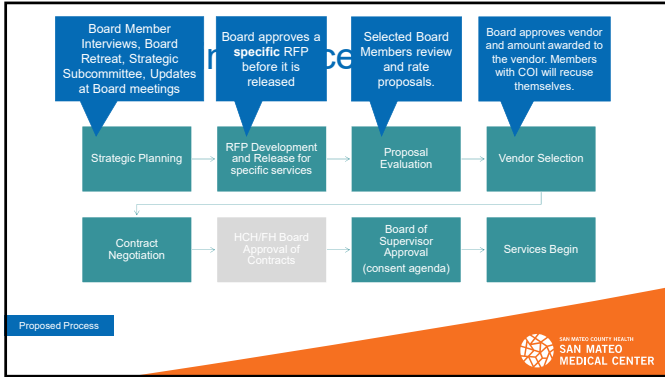
County shall pay Contractor \$10,000 total over the term of the agreement for the Experience Study project. County shall pay \$2,000 upon Contractor submission of Experience Study outline plan with selection criteria for review and acceptance, and \$8,000 upon Contractor submission of the Experience Study final report for review and acceptance.

County shall pay Contractor \$8,200 total over the term of the agreement for the Provider Outreach project. County shall pay \$5,000 upon Contractor submission of Provider Outreach plan and materials including PowerPoint presentations and LBRSE Fyres and materials for review and acceptance, and \$3,200 upon Contractor submission of the Provider Outreach final report showing at least 50% completion of plan.

County shall pay Contractor \$6,400 total over the term of the agreement for the Farmworker Outreach project. County shall pay \$3,200 upon Contractor submission of Farmworker Outreach plan and materials for review and acceptance, and \$4,400 upon Contractor submission of the Farmworker Outreach final report showing at least 50% completion of plan.

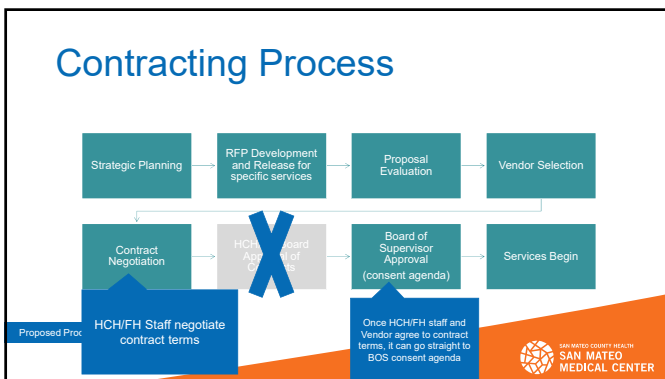



- ## Proposed process
- Board members specify the services they want to pay for via the strategic planning process
 - Board members participate in proposal evaluation and vendor selection
 - Board does not approve detailed contract terms
- 



Level of detail Board expected to approve:

| Service | Vendor | Contract not to exceed \$ per year |
|--|---|------------------------------------|
| Promotores in Half Moon Bay/North Coast | | \$ |
| Care Navigation linked to Street/Field Medicine, Mobile Clinic, and NPCC | <i>*This may result in more than one vendor</i> | \$ |
| Care Navigation linked to newly housed individuals | | \$ |



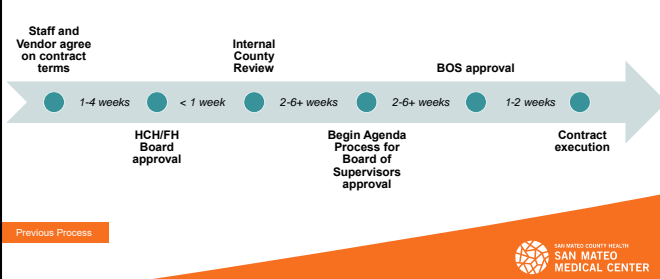
- ### Summary
- Board members specify the services they want to pay for via the strategic planning process
 - Board members participate in proposal evaluation and vendor selection
 - Board does not approve detailed contract terms
 - **Pros:** minimize conflict of interest issue, significantly expedite contract finalization and services beginning
 - **Cons:** Board does not approve detailed final contract terms

Discussion:

- How do Board Members feel about not reviewing & approving specific contract terms i.e. objectives, outcomes, and payment terms?

Back up slides

HCH/FH Board to BOS Approval



Per the bylaws, what are the responsibilities of the Board?

- Making decisions regarding the selection and continued leadership of the Director of the Program and providing input to the County regarding evaluation of the Director of the Program, however the Co-Applicant Board does not have authority to hire or fire any County employee and County employment must still meet all County requirements.
- Evaluating Program activities, including services utilization patterns, productivity of the Program, patient satisfaction, achievement of program objectives, and the process for hearing and resolving patient grievances.
- Providing recommendations to the SMAC Board of Directors regarding the fee schedule for services rendered to the Program's target populations based on the Board's ability to pay for said services.
- Working with the Program and the SMAC Board of Directors to ensure that the Program is operated pursuant to all applicable program requirements and grant conditions, related federal, state, rules, and regulations, and other Federal, State, and local laws and regulations.
- Reviewing and setting the scope and availability of services to be delivered by and the location and hours of operation of the Program.
- Reviewing and setting financial priorities of the Program, reviewing and setting the Program budget in the extent that the budget is provided for the Section 330 grant funds, and reviewing and providing any appropriations made available by the County Board of Supervisors.
- Setting general policies necessary and proper for the efficient and effective operation of the Program.
- To the extent that the Program's policies relate to the operation of SMAC facilities, recommending to the SMAC Board of Directors policies relating to such operations.
- Evaluating the effectiveness of the Program in making services accessible to the Program's target populations.
- Setting and reviewing separate procedures for hearing and resolving grievances relating to the Program if the Co-Applicant Board fails to create such procedures for the Program, and otherwise reviewing and providing feedback regarding the procedures adopted by SMAC for hearing and resolving patient grievances relating to its patients, including those being served by the Program.
- Setting and reviewing separate procedures for ensuring quality of care under the Program, including any quality audit procedures, if the Co-Applicant Board fails to create such procedures for the Program, and otherwise reviewing and providing feedback regarding the procedures adopted by SMAC for ensuring quality of care to its patients, including those being served by the Program and including any quality audit procedures.
- Approving grant applications and other documents necessary to establish and maintain the Program, including being identified as a co-applicant in relation to future grant applications.
- Resigning, being appointed of, and reviewing financial reports and audits relating to the Program.
- Making the Co-Applicant Board's records available for inspection at all reasonable times as required to take and/or upon request by the Board of Supervisors, the SMAC Board of Directors, or other body or duly authorized agents or representatives.
- Amending the Bylaws, as necessary and as permitted by (1) the ordinance of the County of San Mateo Board of Supervisors that established the Board and (2) these Bylaws, and
- Filling vacancies, selecting voting members by majority vote, and removing voting members pursuant to the ordinance of the County of San Mateo Board of Supervisors that established the Board and as permitted by these Bylaws.

The by-laws do not list contract approval as a Board Member activity.

There are a number of activities listed which we should do a better job of engaging Board Members to have ownership over.



San Mateo Medical Center
222 W 39th Avenue
San Mateo, CA 94403
650-573-2222 T
smchealth.org/smmc

DATE: April 08, 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 March 2021 show a total expenditure of \$529,654 of which \$524,233 is claimable against the grant. The expenditures for March are heavily inflated by catch-up invoicing for the Mobile Clinic and Street & Field Medicine, along with Small Funding Request invoices from late last year being paid. In general, across the first quarter of the year, we are about on track for our expenditures.

As discussed elsewhere on today's Board meeting agenda, the HCH/FH Program has received additional pandemic related funding. There is now approximately \$2 million available from the various COVID awards for utilization.

Attachment:

- GY 2021 Summary Grant Expenditure Report Through 03/31/21



GRANT YEAR 2021

allocated to
SUD-MH or
IBHS

| Details for budget estimates | Budgeted [SF-424] | March \$\$ | To Date (03/31/21) | Projection for end of year | | Projected for GY 2021 |
|--|----------------------|-------------------|---------------------------------------|-------------------------------|------------------|---|
| EXPENDITURES | | | | | | |
| <u>Salaries</u> | | | | | | |
| Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc. | 631,050 | 40,678 | 130,950 | 540,000 | | 631,050 |
| <u>Benefits</u> | | | | | | |
| Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc. | 171,990 | 10,924 | 34,795 | 145,000 | | 171,990 |
| <u>Travel</u> | | | | | | |
| National Conferences (2500*8) | 25,000 | | | 10,000 | | 25,000 |
| Regional Conferences (1000*5) | 5,000 | | | 7,500 | | 5,000 |
| Local Travel | 1,500 | | | 500 | | 1,500 |
| Taxis | 1,000 | | | 1,000 | | 1,000 |
| Van & vehicle usage | 2,000 | | 706 | 1,500 | | 2,000 |
| | 34,500 | | 706 | 20,500 | | 34,500 |
| <u>Supplies</u> | | | | | | |
| Office Supplies, misc. | 12,000 | 673 | 881 | 8,000 | | 12,000 |
| Small Funding Requests | | 45,856 | 69,130 | 110,000 | | |
| | 12,000 | | 70,011 | 118,000 | | 12,000 |
| <u>Contractual</u> | | | | | | |
| 2019 Contracts | | | 129,225 | 129,225 | | |
| 2019 MOUs | | | 125,400 | 125,400 | | |
| Current 2020 MOUs | 872,000 | 254,550 | 254,550 | 900,000 | | 872,000 |
| Current 2020 contracts | 1,034,000 | 166,865 | 286,575 | 910,000 | | 1,034,000 |
| ES contracts (SUD-MH & IBHS) | 150,000 | | | 115,000 | 115,000 | 150,000 |
| ---unallocated---/other contracts | | | | | | |
| | 2,056,000 | | 795,750 | 2,179,625 | | 2,056,000 |
| <u>Other</u> | | | | | | |
| Consultants/grant writer | 30,000 | | | 8,000 | | 30,000 |
| IT/Telcom | 20,000 | 2,348 | 5,164 | 24,000 | | 20,000 |
| New Automation | | | | 0 | | - |
| Memberships | 5,000 | | | 2,500 | | 5,000 |
| Training | 10,000 | 2,339 | 9,339 | 15,000 | | 10,000 |
| Misc | 500 | | | 500 | | 500 |
| | 65,500 | | 14,503 | 50,000 | | 65,500 |
| TOTAL | 2,971,040 | 524,233 | 1,046,715 | 3,053,125 | 115,000 | 2,971,040 |
| GRANT REVENUE | | | | | | |
| Available Base Grant | 2,625,049 | | | 2,625,049 | | 2,691,632 |
| Carryover | 132,709 | | | 433,000 | | 167,000 IBHS |
| Available Expanded Services Awards ** | 317,000 | | | | | 235,850 carryover |
| HCH/FH PROGRAM TOTAL | 3,074,758 | | | 3,058,049 | | 3,094,482 |
| BALANCE | 103,718 | | PROJECTED AVAILABLE | 4,924 | | 123,442 |
| | (213,282) | | BASE GRANT PROJECTED AVAILABLE | 119,924 | | based on est. grant of \$2,678,621 before reduction |
| ** includes \$150,000 of SUD-MH (allocated) & \$167,000 for IBHS not yet allocated) | | | | | | |
| Total special allocation required | \$ 138,446 | | | | | |
| <u>Non-Grant Expenditures</u> | | | | | | |
| Salary Overage | 13750 | 1442 | 4,326 | 15,800 | | 16,500 |
| Health Coverage | 57000 | 3979 | 11,387 | 51,000 | | 57,000 |
| base grant prep | - | | | | | 45,000 |
| food | 2500 | | | 750 | | 1,500 |
| incentives/gift cards | 1,000 | | | | | 1,500 |
| | 74,250 | 5,421 | 15,713 | 67,550 | | 121,500 |
| TOTAL EXPENDITURES | 3,045,290 | 529,654 | 1,062,428 | 3,120,675 | NEXT YEAR | 3,092,540 |
| | BUDGETED | <i>This month</i> | TO DATE | PROJECTED | | |

**HCH/FH Contract Expenditures
Through February 2021***

| Contractor | Contract Amount | Amount Spent | % YTD 2021 |
|---------------------------------------|------------------------|---------------------|-------------------|
| Ayudando Latinos a Soñar (ALAS)** | \$ 71,000 | \$58,530 | 82% |
| Behavioral Health & Recovery Services | \$ 42,500 | \$19,500 | 46% |
| El Centro de Libertad | \$ 40,500 | \$17,850 | 44% |
| LifeMoves | \$ 154,900 | \$68,940 | 45% |
| PHPP Mobile Van & Expanded Services | \$ 295,095 | \$188,550 | 64% |
| PHPP Street & Field Medicine | \$ 249,750 | \$55,500 | 22% |
| Puente de la Costa Sur | \$ 123,250 | \$60,150 | 49% |
| Ravenswood - Medical | \$ 59,400 | \$59,400 | 100% |
| Ravenswood - Dental | \$ 29,700 | \$5,400 | 18% |
| Ravenswood - Enabling | \$ 42,000 | \$18,600 | 44% |
| Samaritan House - Safe Harbor | \$ 56,300 | \$29,640 | 53% |
| Sonrisas Dental | \$ 80,150 | \$33,205 | 41% |
| StarVista | \$ 96,250 | \$19,750 | 21% |
| TOTAL | \$ 1,340,795 | \$ 635,015 | 47% |

*Contract period Jan-Jun 2021

**ALAS contract period Jun 2020-Mar 2021

Contracts & MOUs in Progress

| Service | Annual estimate | Jul-Dec 2021 estimate |
|---|------------------------|------------------------------|
| Promotores Model | \$200,000 | \$100,000 |
| Care Coordination for NPCC, SFM and Mobile Clinic | \$450,000 | \$225,000 |
| Care Coordination for newly housed individuals | \$150,000 | \$75,000 |
| Saturday Dental Program at Coastsides Clinic | \$100,000 | \$50,000 |
| Expanded BHRS services | \$240,000 | \$120,000 |
| PHPP Mobile Clinic + Street & Field Medicine | \$820,000 | \$400,000 |
| Estimated Total | \$1,960,000 | \$970,000 |

***ALAS extension and IBHS AOD Case Manager will be funded with supplemental funding.

HCH/FH Supplemental Funding Award update - as of 4/1/2021

| Award | Award Amount | Expended | Balance | Spending Plan |
|----------------|--------------|-----------|-----------|--|
| IBHS | \$167,000 | \$14,109 | \$152,891 | 1) PHPP AOD Case Manager (hired Dec 2020) 2) Telehealth |
| COVID 19 (H8C) | \$57,581 | \$57,581 | \$0 | Complete Funds were used to purchase hygiene and PPE supplies, tents and outreach supplies, rent handwashing stations, and support telehealth efforts, outreach, emergency response planning and case management |
| ECT (H8E) | \$184,144 | \$184,144 | \$0 | Complete Funds were used to support Public Health Lab personnel and the purchase of COVID-19 testing supplies and equipment |
| CARES (H8D) | \$639,995 | \$77,000 | \$562,995 | Remaining funds will be used to support: 1) Non-congregate shelter case management 2) Counseling and case mgmt for farmworkers 3) COVID-19 testing 4) COVID-19 vaccinations |

Additional COVID-19 funding coming soon...