



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

Microsoft Teams Meeting

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

December 10th, 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 November 12 th , 2020	Sofia Recalde	8:06 AM
E. REPORTING AGENDA		
1. HCH/FH Contractor YTD Financial Update	Sofia Recalde	8:10 AM
2. Budget & Finance Report through November 2020	Jim Beaumont	8:20 AM
3. Winter supplies 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 January 14th, 2020; 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 (November 12th, 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

Kati Martin

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 October 8 th , 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.
Reporting Agenda: HCH/FH Contractor YTD Update	As of September 2020, contracted service providers have spent 64% of the Contractor budget compared to 75% in September. However, Ravenswood has not submitted an invoice for services since June 2020 due to challenges related to EHR transition. Similarly, ALAS has not submitted an invoice for services delivered. Staff will work with Ravenswood and ALAS to get updated information for the next Finance Committee meeting.	
Budget & Finance Report through October 2020	Preliminary expenditure numbers for October 2020 show a total expenditure of \$155,580 of which \$150,543 is claimable against the grant. For the year to date, we have expended approximately \$2,334,310 in grant funds, about 84% of our Base Grant. At the current rate of expenditure, our contracts and MOUs will under-spend around \$150,000 for the year. Additionally, with no conference expenditures and a staff vacancy, we currently project an unexpended balance of approximately \$302,000 at the end of the grant year. However, HRSA does now allow for carryover of unexpended funds.	
COVID-19 Awards	Of the \$878,720 received across 3 COVID-19 awards, HCH/FH has spent or has plans to spend 43% of the awarded funds. The bulk of spending has been concentrated on	

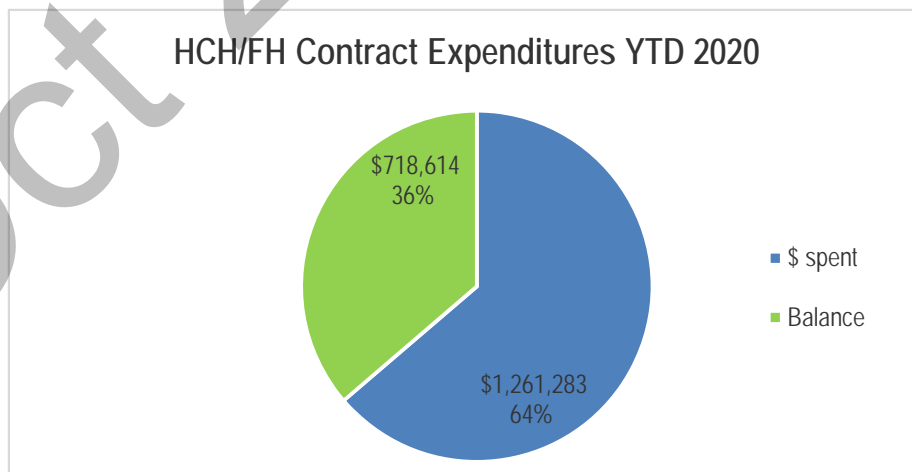
	supporting the testing capacity of the Public Health Lab, case management services for residents at Bayfront Station and the procurement of PPE and hygiene supplies.	
Other Items:	None	
Adjournment	Meeting was adjourned at 8:40am.	

HCH/FH Contractor Financial Progress | Jan - Sep 2020

Contractor	Contract Amount	Amount Spent	% YTD 2020	% YTD 2019	EOY 2019
Ayudando Latinos a Soñar (ALAS) **	\$71,000	\$0	0%	NA	NA
Behavioral Health & Recovery Services	\$90,000	\$55,500	62%	38%	57%
El Centro de Libertad	\$73,500	\$24,450	33%	29%	51%
LifeMoves	\$295,750	\$224,740	76%	82%	99%
PHPP Mobile Van & Expanded Services	\$482,250	\$272,000	56%	75%	93%
PHPP Street & Field Medicine	\$249,750	\$249,750	100%	100%	100%
Puente de la Costa Sur	\$183,500	\$125,550	68%	80%	96%
Ravenswood - Medical *	\$80,757	\$41,157	51%	64%	81%
Ravenswood - Dental *	\$41,387	\$22,487	54%	74%	89%
Ravenswood - Enabling *	\$49,328	\$21,534	44%	48%	60%
Samaritan House - Safe Harbor	\$81,000	\$60,480	75%	94%	94%
Sonrisas Dental	\$131,675	\$60,685	46%	70%	83%
StarVista	\$150,000	\$102,950	69%	68%	79%
TOTAL	\$1,979,897	\$1,261,283	64%		

* Invoices updated through June 2020

** Awaiting first invoice



COVID-19 Actual & Planned Expenditures (as of 10/30/20)

Funding awarded for COVID-19	\$878,720
COVID-19 related planned expenses*	\$467,399
Allowable planned expenditures	\$377,616
% encumbered	43%
Posted allowable expenditures	\$280,630
% spent	32%

* COVID related expenses to be charged to Base Grant

- Nutrition
- Shelter in Place supplies
- ALAS contract for mental health and case management services

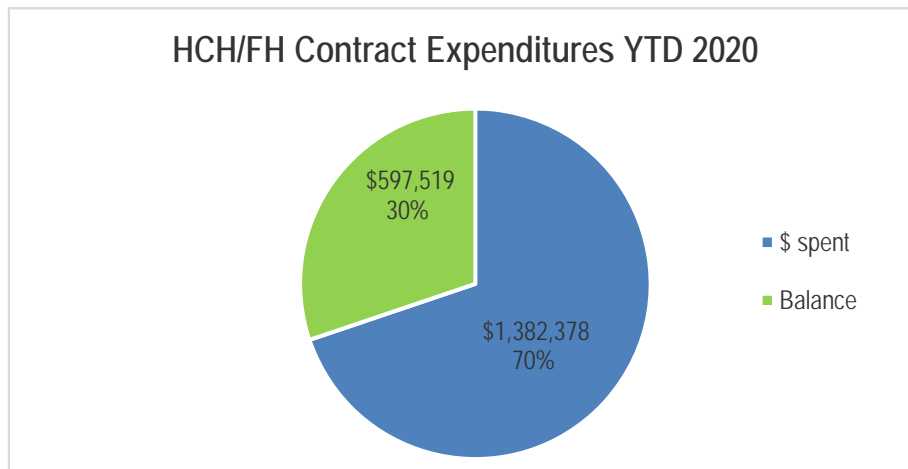
Category	Budget	Planned	Spent
Supplies	\$66,692	\$30,392	\$18,063
Sanitation	\$4,500	\$222	\$222
Outreach	\$9,500	\$7,290	\$2,443
Tents and tarps	\$3,000	\$1,633	\$1,633
Telehealth	\$80,444	\$4,444	\$4,444
Contracts	\$521,088	\$91,857	\$16,311
Other - Base Grant	\$0	\$89,783	\$31,563
Testing	\$132,107	\$154,000	\$154,000
Salaries	\$45,473	\$81,648	\$46,897
Fringe	\$15,916	\$6,131	\$5,055
Total	\$878,720	\$467,399	\$280,630
Total allowable	\$878,720	\$377,616	\$249,067

HCH/FH Contractor Financial Progress | Jan - Oct 2020

Contractor	Contract Amount	Amount Spent	% YTD 2020	% YTD 2019	EOY 2019
Ayudando Latinos a Soñar (ALAS) **	\$71,000	\$0	0%	NA	NA
Behavioral Health & Recovery Services	\$90,000	\$58,000	64%	47%	57%
El Centro de Libertad	\$73,500	\$30,450	41%	37%	51%
LifeMoves	\$295,750	\$240,775	81%	89%	99%
PHPP Mobile Van & Expanded Services	\$482,250	\$297,275	62%	83%	93%
PHPP Street & Field Medicine	\$249,750	\$249,750	100%	100%	100%
Puente de la Costa Sur	\$183,500	\$155,700	85%	80%	96%
Ravenswood - Medical	\$80,757	\$58,757	73%	72%	81%
Ravenswood - Dental	\$41,387	\$31,397	76%	81%	89%
Ravenswood - Enabling *	\$49,328	\$21,534	44%	57%	60%
Samaritan House - Safe Harbor	\$81,000	\$66,180	82%	94%	94%
Sonrisas Dental	\$131,675	\$66,410	50%	67%	83%
StarVista	\$150,000	\$106,150	71%	73%	79%
TOTAL	\$1,979,897	\$1,382,378	70%		

* Invoices updated through June 2020

** Awaiting first invoice





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: December 10, 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 November 2020 show a total expenditure of **\$176,073** of which \$171,205 is claimable against the grant. For the year to date, we have expended approximately \$2,288,472 in grant funds, about 82% of our Base Grant (including carryover but not including the Expanded Services – IBHS – award) through 92% of the grant year.

This month contracted service delivery was comparably high for this late in the year. At current rates, our contracts and MOUs will under-expend at around \$250,000 for the year. Additionally, with no National Conference expenditures, the staff vacancy and other COVID impacted activities, we currently project a total unexpended balance of approximately \$418,100 (\$235,850 in Base Grant funds) at the end of the grant year. Note that HRSA does now typically allow for carryover of unexpended funds.

While we continue our efforts in support of activities to address the COVID-19 pandemic, those efforts are not yet reflected in identifiable expenditures. We have obligated virtually our entire COVID ECT (testing) award (\$181,144) and original COVID-19 award (\$57,581). There is still significant funding available from our CARES award (\$639,995) – probably at least \$500,000 – and we continue our efforts to provide education and testing support for the homeless and farmworkers in the County. With the unknown status of any future federal awards for COVID, and the high likelihood that we will be dealing with the pandemic for an extended period of time, having this level of funding still available is not necessarily a bad idea. We have had discussions with SMC Health on funding some of the CURATIVE testing post 01/01/21 for farmworkers and homeless.

Attachment:

- GY 2020 Summary Grant Expenditure Report Through 11/30/20



GRANT YEAR 2020

allocated to
SUD-MH or
IBHS

Details for budget estimates	Budgeted [SF-424]	November \$\$	To Date (11/30/20)	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.	601,000	38,859	482,301	520,250		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	8,787	117,859	129,000		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			500		1,500
Taxis	1,000		789	1,000		1,000
Van & vehicle usage	1,000		314	500		2,000
	24,500		12,303	13,200		34,500
<u>Supplies</u>						
Office Supplies, misc.	10,000		5,748	10,000		12,000
Small Funding Requests			46,990	147,000		
	10,000		52,738	157,000		12,000
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	27,775	577,300	675,000		872,000
Current 2020 contracts	1,033,250	90,120	825,567	930,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	3,200	105,250	115,000	115,000	150,000
---unallocated---/other contracts						
	2,005,250		1,596,079	1,807,962		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000		3,594	8,000		30,000
IT/Telcom	10,000	2,464	19,599	24,000		20,000
New Automation				0		-
Memberships	2,500		500	2,500		5,000
Training	3,000		3,499	8,000		10,000
Misc	500			500		500
	46,000		27,192	43,000		65,500
TOTAL	2,846,750	171,205	2,288,472	2,670,412	115,000	2,971,040
GRANT REVENUE						
Available Base Grant	2,625,049			2,625,049		2,691,632
Carryover	132,709			166,213		167,000 IBHS
Available Expanded Services Awards **	317,000			297,250		235,850 carryover
HCH/FH PROGRAM TOTAL	3,074,758			3,088,512		3,094,482
BALANCE	228,008		PROJECTED AVAILABLE	418,100		123,442
	(88,992)		BASE GRANT PROJECTED AVAILABLE	235,850		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	12500	1442	11,536	15,800		13,750
Health Coverage	57000	3426	29,981	41,250		57,000
base grant prep	-					0
food	2500		300	750		1,500
incentives/gift cards	1,000					1,500
	73,000	4,868	41,817	57,800		73,750
TOTAL EXPENDITURES	2,919,750	176,073	2,330,289	2,728,212	NEXT YEAR	3,044,790
	BUDGETED	<i>This month</i>	TO DATE	PROJECTED		