



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

[Microsoft Teams Meeting](#)

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

January 13<sup>th</sup>, 2022 8-8:45am

**AGENDA**

<b>AGENDA ITEM</b>	<b>SPEAKER(S)</b>	<b>TIME</b>
<b>A. CALL TO ORDER</b>	Robert Anderson	<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 December 9 <sup>th</sup> , 2021	Sofia Recalde	<b>8:06 AM</b>
<b>E. REPORTING &amp; DISCUSSION AGENDA</b>		
1. HCH/FH Contracts & MOUs 2021 Financial Report	Sofia Recalde	<b>8:10 AM</b>
2. HCH/FH Contracts & MOUs 2022 Budget	Sofia Recalde	<b>8:20 AM</b>
3. Budget & Finance Report	Jim Beaumont	<b>8:30 AM</b>
<b>F. BOARD COMMUNICATIONS &amp; ANNOUNCEMENTS</b>		
<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>		
<b>OTHER ITEMS</b>		
1. <b>Next Regular Meeting February 13<sup>th</sup>, 2022; 8:00 A.M. – 8:45 A.M.</b>   Microsoft Teams   Virtual Future meetings – Every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)		
<b>G. ADJOURNMENT</b>	Robert Anderson	<b>8:45 AM</b>

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 (December 9<sup>th</sup>, 2021)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Eric Deboe

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 8:03am. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	No changes	
<b>Public Comment</b>	None	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from November 11 <sup>th</sup> , 2021	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Eric D <u>SECONDED</u> by Robert A. and <u>APPROVED</u> by all Board Members present.
<b>Reporting Agenda:</b> HCH/FH Contracts 2021 YTD Financial Report	Contracted service providers continue to spend down on their agreements as expected and end of year projections predict that 80-85% of funds will be expended. Abode and ALAS have not yet begun delivering services to clients but it is anticipated that they will start in January 2022.	
Budget & Finance Report	<p>Preliminary non-COVID-19 expenditures for November 2021 were approximately \$141,693. Total expenditures for the year-to-date are \$2,489,318, of which \$2,431,304 appears claimable against the grant. Total projected claimable expenditures for the year are estimated at approximately \$2.8M. With carryover from 2020, we expect to have approximately \$600-800K of unexpended funds at year's end.</p> <p>No new invoices for COVID-19 were paid in November 2021. An update on COVID-19 expenditures will be presented to the Finance Committee in January 2022.</p>	
Reflection & Looking Ahead	Committee members conveyed that the information presented is useful and they are able to keep tabs on how things are going budget-wise. Committee members were in favor of helping to lead quarterly financial reports to the Board in place of monthly Contracts & MOUs and Budget/Finance staff reports to the Board. Jim will make an announcement at the Board meeting that the Finance Committee is seeking new members, and Robert will follow-up with Board members individually if needed.	
<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:43am.	



# HCH/FH Finance Committee Reflection & Looking Ahead

December 7<sup>th</sup>, 2021

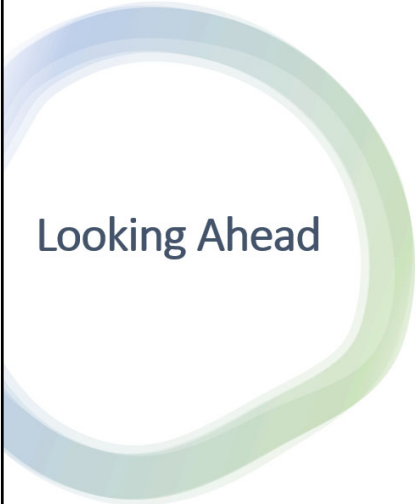
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## Reflection

- Is the information presented during the Finance committee meetings:
  - What you expect?
  - Useful?
  - Clear?
- Are there any budget/finance related items you would like to learn about during this meeting that aren't being presented?
- Do you have suggestions to improve how information is presented?
- Other comments or feedback

2



Looking Ahead

- Finance Committee member recruitment
- Changes to how financial information is shared with/communicated to the HCH/FH Board.
  1. Move the Contracts/MOU updates (including quarterly financial reporting) to the consent agenda
  2. Move the Budget & Finance report to the consent agenda
  3. Augment 1 & 2 with Finance Committee led quarterly updates to the HCH/FH Board
    - a) Budget & Finance Report
    - b) Contracts/MOU quarterly financial reporting
    - c) Budget forecasts for grant cycle
- Finance Committee Meetings 2022
  1. Discuss changes, if any

3

# Minutes

### Jan-Dec 2021 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD 2021
Abode	\$43,750	\$0	0%
ALAS - Counseling and Care Coordination	\$43,500	\$24,780	57%
ALAS - Promotores Model	\$45,000	\$5,000	11%
LifeMoves*	\$166,500	\$158,800	95%
Puente	\$65,500	\$64,090	98%
BHRS	\$120,000	\$43,200	36%
PHPP	\$825,000	\$825,000	100%
Saturday Dental Clinic (Coastside Clinic)	\$15,000	\$9,872	66%
Sonrisas	\$55,000	\$14,030	26%
Jan-Jun 2021 contracts	\$795,950	\$676,865	85%
<b>TOTAL</b>	<b>\$2,175,200</b>	<b>\$1,821,637</b>	<b>84%</b>

\*Invoice pending. Final amount may change.

### CY 2022 Contract & MOU Budget

Vendor	Service	Population	Amount
Abode	Care Coordination (CC)	Homeless	\$149,999.00
ALAS	Counseling and CC	Farmworker	\$18,720.00
ALAS	Health education and Navigation Assistance	Farmworker	\$179,480.00
LifeMoves	CC and Health Insurance	Homeless	\$350,000.00
Puente	CC and Health Insurance	Farmworker	\$166,500.00
BHRS	CC	Homeless	\$90,000.00
BHRS	Field-based Mental Health	Homeless	\$150,000.00
BHRS	SUD Case Management	Farmworker	\$40,000.00
PHPP AOD Case Manager	SUD Case Management	Homeless	\$137,500.00
PHPP	Primary Care and Preventive services via Mobile Clinic and Street & Field Medicine	Homeless and Farmworker	\$825,000.00
SMMC Saturday Dental Clinic**	Dental	Farmworker	\$70,000.00
Sonrisas**	Dental	Farmworker	\$50,970.00
<b>TOTAL</b>			<b>\$2,228,169.00</b>

\*\*Amount available for dental services is ~\$70K. Working with Sonrisas & SMMC to determine 2022 dental services.



San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: January 13, 2022

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

With our Grant Year (GY) complete, we have an initial estimate of our total expenditures for 2021. Including an estimated expenditure against the grant in December of \$512,900 for non-COVID operations, the estimated total for the GY is \$2,944,404. With somewhat higher expenditures in December than average (featuring the quarterly expenditure for the Public Health Mobile Clinic), the estimated total is higher than we had been projecting. On December 20, 2021, we received a funding award notice from HRSA confirming our carryover funding to be \$922,375 from 2020. With this carryover, our available funding was around \$3.6M, leaving an estimated \$670K of unexpended funds at year's end. [ Total non-COVID expenditures for 2021, including unclaimable expenditures is estimated to be \$3,008,857.]

Knowing that we had carryover funding from previous years, the Board had approved a budget that was 10% larger than our actual Base Grant funding. We are estimated to finish the year just ~\$27,000 under that approved budget. As noted above, that will reduce our carryover funding amount from \$922,375 from 2020 to an expected \$669,603 for this past year. Based on already Board approved contracts running through 2024, we project to continue expenditures at levels greater than our Base Grant amount, thereby progressively reducing the carryover balance. By the end of 2024 GY, we project to have spent all of the carryover balance.

Typically, over past years, the Program has had unexpended funds created by either staffing vacancies or the under utilization of contract awards. Later this month/early February, we expect to fill the currently vacant Community Program Coordinator position, making the Program fully staffed again. Also, this past planning/contract cycle has resulted in fewer contracts and a deeper focus on supporting County operations providing medical and health services to the homeless and farmworkers. And since County budgets tend to be static, our payment models have moved toward virtually guaranteed full payment for our county partners. These two items are expected to create a situation where expenditures routinely are more aligned with the original budget and the resultant reduction in unexpended funds.

Given the static nature of our Base Grant funding wherein we can expect minimal if any growth outside of any expanded service opportunities (which also come with expanded costs), our currently approved contracts, and the County's current labor





SAN MATEO COUNTY HEALTH

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negotiations – for which we have no specific information, but which will almost certainly result in increased staffing costs – Program does not foresee much budget flexibility across the coming three (3) years. We anticipate any expansion of effort or new expenditure of funds will need to be specifically backed by new funding (similar to COVID expenditures over the past two years).

The level of activity for the COVID awards is beginning to ramp-up as more of the projects with SMMC come online. Our original COVID awards do not expire until March/April 2022 and the APR award runs through March 2023.

Attachment:

- GY 2021 Summary Grant Expenditure Report Through 12/31/21

GRANT YEAR 2021

December \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (12/31/21)	Projection for end of year	Projected for GY 2022
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	631,050	67,400	575,835	577,114	699,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	171,990	21,351	153,655	155,000	233,000
<u>Travel</u>					
National Conferences (2500*8)	25,000		2,685	3,000	15,000
Regional Conferences (1000*5)	5,000			150	5,000
Local Travel	1,500			100	1,500
Taxis	1,000		163	250	1,000
Van & vehicle usage	2,000	48	754	1,000	1,500
	34,500		3,602	4,500	24,000
<u>Supplies</u>					
Office Supplies, misc.	12,000	4,187	9,889	7,500	10,000
Small Funding Requests	12,000		81,767	82,000	10,000
			91,656	89,500	
<u>Contractual</u>					
2019 Contracts			129,225	129,225	
2019 MOUs			144,645	144,645	
Current 2020 MOUs	872,000	208,083	857,073	925,000	1,200,000
Current 2020 contracts	1,034,000	178,811	918,966	850,000	850,000
ES contracts (SUD-MH & IBHS)	150,000				
---unallocated---/other contracts					
	2,056,000		2,049,909	2,048,870	2,050,000
<u>Other</u>					
Consultants/grant writer	30,000			5,000	25,000
IT/Telcom	20,000	2,845	23,144	24,000	25,000
New Automation				0	-
Memberships	5,000			2,500	5,000
Training	10,000	30,175	46,531	25,000	20,000
Misc	500		72	500	500
	65,500		69,747	57,000	75,500
<b>TOTAL</b>	<b>2,971,040</b>	<b>512,900</b>	<b>2,944,404</b>	<b>2,931,984</b>	<b>3,091,500</b>
<b>GRANT REVENUE</b>					
Available Base Grant	2,691,632		2,691,632	2,691,632	2,858,632
Carryover	922,375		922,375	922,375	
Available Expanded Services Awards **					682,023 carryover
HCH/FH PROGRAM TOTAL	3,614,007		3,614,007	3,614,007	3,540,655
<b>BALANCE</b>	<b>642,967</b>	<b>Available</b>	<b>669,603</b> Current Estimate	<b>682,023</b> Projected	<b>449,155</b>  based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13750	2163	15,328	16,000	19,000
Health Coverage	57000	4276	49,125	56,000	55,000
base grant prep	-				
food	2500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	6,439	64,453	72,750	77,000
<b>TOTAL EXPENDITURES</b>	<b>3,045,290</b>	<b>519,339</b>	<b>3,008,857</b>	<b>3,004,734</b>	<b>NEXT YEAR 3,168,500</b>

	BUDGETED	This month	TO DATE	PROJECTED
COVID Expenditures	2021	49395	684,180	535,500
(not included COVID APR CAP IMP award)	2020		254,669	
[thru 03/23] Total	2,480,000		938,849	