



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

**FINANCE COMMITTEE MEETING**

[Microsoft Teams Meeting](#)

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

September 16<sup>th</sup>, 2021 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 July 8 <sup>th</sup> , 2021	Sofia Recalde	<b>8:06 AM</b>
2. Meeting minutes from August 26 <sup>th</sup> , 2021		
<b>E. REPORTING AGENDA</b>		
1. HCH/FH Contracts 2021 YTD Financial Report	Sofia Recalde	<b>8:10 AM</b>
2. Budget & Finance Report	Jim Beaumont	<b>8:20 AM</b>
3. HCH/FH Budget projections through CY 2024	Jim and Sofia	<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>		
<p>1. <b>Next Regular Meeting October 14<sup>th</sup>, 2021; 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)</p>		
<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 (July 7<sup>th</sup>, 2021)  
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson  
Christian Hansen  
Eric Debode

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 8:03 AM. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	No changes	
<b>Public Comment</b>	No Public Comment at this meeting.	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from June 8th, 2021	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Christian Hansen, <u>SECONDED</u> by Eric Debode, <u>APPROVED</u> by all Board Members present.
<b>Reporting Agenda:</b> HCH/FH Contracts 2021 YTD Financial Report	As of May 30, 2021, contracted service providers have spent approximately 75% of the funds allocated to contracts and MOUs for the first half of 2021.	
Budget & Finance Report	<p>Preliminary expenditure numbers for non-COVID expenses in June 2021 show a total expenditure for the year-to-date as 1,664,661 of which \$1,639,367 is claimable against the grant. Total projected expenditure for the year is approximately \$3.06M.</p> <p>HCH/FH, in close coordination with SMMC, submitted a proposal for the HRSA American Rescue Plan Act Capital Improvements funding opportunity (up to \$562,000) in time for the June 24, 2021 submission deadline.</p>	

HCH/FH Budget projections through CY 2024	Staff shared the budget for calendar year 2021 that includes the current agreements and new, upcoming agreements that will start soon. It is anticipated that contracted service providers will spend 85-90% of funds allocated to contracts and MOUs.	
<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:45am.	

**Healthcare for the Homeless/Farmworker Health Program  
Co-Applicant Board Finance Sub-Committee Meeting Minutes (August 26<sup>th</sup>, 2021)  
San Mateo Medical Center**

Co-Applicant Board Members Present  
Robert Anderson

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 8:00 AM. Everyone present introduced themselves.	
<b>Change to Order of the Agenda</b>	The third item on the Reporting Agenda, <i>HCH/FH Budget projections through CY 2024</i> , was removed.	
<b>Public Comment</b>	No Public Comment at this meeting.	
<b>Closed session</b>	No closed session	
<b>Consent Agenda:</b> Meeting Minutes from August 26 <sup>th</sup> , 2021	July 8 <sup>th</sup> Meeting minutes will be brought back to the Finance Committee meeting for approval on September 16, 2021.	
<b>Reporting Agenda:</b> HCH/FH Contracts 2021 YTD Financial Report	Staff reviewed contractor Calendar Year (CY) financial performance through June 30, 2021 and projections for the second half of CY 2021. It is anticipated that contracted service providers will spend \$1,802,915 (88%) of the contracts budget.	
Budget & Finance Report	Due to the County's Fiscal Year end on 6/30/2021, no expenditures in July, other than salary and benefits, were recorded in July 2021. Total grant expenditures year-to-date are \$1,752,741, of which \$1,723,645 is claimable against the grant. Total year-end projected expenditures are estimated at \$3.08M, providing for an estimated \$530K in unexpended funds at year end.	
HCH/FH Budget projections through CY 2024	Removed from agenda	

<b>Other Items:</b>	None	
<b>Adjournment</b>	Meeting was adjourned at 8:30am.	

## Jan-Aug 2021 MOU & Contract Expenditures

<b>Contract</b>	<b>Contract Amount</b>	<b>Amount Spent</b>	<b>% YTD 2021</b>
Abode	\$43,750	\$0	0%
ALAS - Mental Health and Case Management	\$43,500	\$22,180	51%
ALAS - Promotores Model	\$45,000	\$0	0%
LifeMoves	\$166,500	\$12,075	7%
Puente	\$65,500	\$39,930	61%
BHRS	\$120,000	\$9,000	8%
PHPP	\$825,000	\$412,500	50%
Saturday Dental Clinic (Coastside Clinic)*	\$15,000	\$4,338	29%
Sonrisas*	\$55,000	\$0	0%
<i>Jan-Jun 2021 contracts</i>	\$795,950	\$676,865	85%
<b>TOTAL</b>	<b>\$2,175,200</b>	<b>\$1,176,888</b>	<b>54%</b>

\*Combined 70K - amount of SMMC Dental Clinic MOU



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

DATE: September 16, 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

For non-COVID operations, preliminary expenditure numbers for August 2021 show expenditures for the month of approximately \$181,513. Total expenditures for the year-to-date are \$2,064,401 of which \$2,029,403 is claimable against the grant. Total projected claimable expenditures for the year are estimated at approximately \$3.07M. With carryover from 2020, we expect to have available funding around \$3.6M, providing for an estimated \$544K of unexpended funds for year's end.

COVID Award expenditures for August totaled \$17,713. We expect the level of activity for the COVID awards to begin to pick up this month and next. Our original COVID awards do not expire until March/April 2022 and the APR award runs through March 2023.

Based on the value of our current grant award, we are over-budgeted annually by ~\$200,000. This has no immediate impact on our current awarded contracts, staffing and other planned expenditures, as we have estimated carryover that will cover the budgeted shortfall through the end of GY 2023. At that point, we would likely be looking at a recently completed new strategic plan and funding priorities, leading to a new set of contracts that would then be aligned with the available funding. At this time, these projections do not include any small funding requests during the projection period, as there is no available funding for unbudgeted items, and all of the carryover eventually goes to covering known budgeted shortfalls. Based on these estimates, there is little to no allowance for unexpected and unbudgeted expenditures through the end of 2023.

Attachment:

- GY 2021 Summary Grant Expenditure Report Through 08/31/21



GRANT YEAR 2021

August \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (08/31/21)	Projection for end of year	Projected for GY 2021
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	631,050	44,100	379,479	555,000	650,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	171,990	15,246	103,758	170,000	247,000
<u>Travel</u>					
National Conferences (2500*8)	25,000		325	2,500	25,000
Regional Conferences (1000*5)	5,000			1,000	5,000
Local Travel	1,500			500	1,500
Taxis	1,000		163	500	1,000
Van & vehicle usage	2,000		706	1,500	1,500
	34,500		1,194	6,000	34,000
<u>Supplies</u>					
Office Supplies, misc.	12,000		4,393	10,000	10,000
Small Funding Requests			81,767	95,000	
	12,000		86,160	105,000	10,000
<u>Contractual</u>					
2019 Contracts			129,225	129,225	
2019 MOUs			144,645	144,645	
Current 2020 MOUs	872,000	82,088	555,188	950,000	1,210,000
Current 2020 contracts	1,034,000	32,000	599,300	950,000	722,500
ES contracts (SUD-MH & IBHS)	150,000				
---unallocated---/other contracts					
	2,056,000		1,428,358	2,173,870	1,932,500
<u>Other</u>					
Consultants/grant writer	30,000			8,000	25,000
IT/Telcom	20,000	2,177	14,098	24,000	25,000
New Automation				0	-
Memberships	5,000			2,500	5,000
Training	10,000		16,356	25,000	20,000
Misc	500			500	500
	65,500		30,454	60,000	75,500
<b>TOTAL</b>	<b>2,971,040</b>	<b>175,611</b>	<b>2,029,403</b>	<b>3,069,870</b>	<b>2,949,000</b>
<b>GRANT REVENUE</b>					
Available Base Grant	2,691,632			2,691,632	2,858,632
Carryover	922,375			922,375	
Available Expanded Services Awards **					544,137 carryover
HCH/FH PROGRAM TOTAL	3,614,007			3,614,007	3,402,769
<b>BALANCE</b>	<b>642,967</b>		<b>PROJECTED AVAILABLE</b>	<b>544,137</b>	<b>453,769</b>
					based on est. grant of \$2,691,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13750	1442	8,839	16,000	22,000
Health Coverage	57000	4460	26,159	48,000	57,000
base grant prep	-				
food	2500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	5,902	34,998	64,750	82,000
<b>TOTAL EXPENDITURES</b>	<b>3,045,290</b>	<b>181,513</b>	<b>2,064,401</b>	<b>3,134,620</b>	<b>NEXT YEAR 3,031,000</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>	
COVID Expenditures (not included either COVID APR awards)	2021	17713	111121	535500	
	2020		254,669		
Total			365790	880000	



**Budget projections 2021-2024**

**NEW SAC**

<b>Expenditures</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personnel costs	\$700,000	\$914,410	\$960,131	\$1,008,137
Jan-Jun 2021 contracts (excludes PHPP)	\$795,950	\$0	\$0	\$0
External contracts	\$347,600	\$722,500	\$765,000	\$630,000
PHPP Mobile + S/F Med	\$825,000	\$840,000	\$825,000	\$825,000
AOD Case Manager	\$135,000	\$135,000	\$135,000	\$135,000
Dental/Sonrisas	\$47,750	\$70,000	\$70,000	\$70,000
BHRS	\$48,000	\$286,500	\$231,000	\$240,000
Consultants	\$10,000	\$50,000	\$100,000	\$50,000
Training and conferences	\$5,000	\$10,000	\$10,000	\$10,000
Other SMMC (Care closet, dei, disparity)	\$10,125	\$40,175	\$10,000	\$10,000
Other (IT, phone, office supplies)	\$25,000	\$30,000	\$30,000	\$30,000
<b>2020 Small funding expenditures (paid in Jan 2021)</b>	<b>\$90,000</b>			
<b>Projected Expenses</b>	<b>\$3,039,425</b>	<b>\$3,098,585</b>	<b>\$3,136,131</b>	<b>\$3,008,137</b>
<b>Funding Sources</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Base grant	\$2,691,632	\$2,858,632	\$2,858,632	\$2,858,632
IBHS	\$167,000	\$0		
QI	\$40,105	\$0		
Carryover	\$715,270	\$574,582	\$334,629	\$57,130
<b>Budget</b>	<b>\$3,614,007</b>	<b>\$3,433,214</b>	<b>\$3,193,261</b>	<b>\$2,915,762</b>
<b>Balance or excess</b>	<b>\$574,582</b>	<b>\$334,629</b>	<b>\$57,130</b>	<b>-\$92,375</b>