

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

**Co-Applicant Board Meeting Agenda**

**500 County Center, Redwood City, CA 94063 (COB 3/Manzanita Hall)**

**February 13<sup>th</sup>, 2025, 10:00am - 12:00pm**

This meeting of The Health Care for The Homeless/Farmworker Health board will be held in-person at  
**500 County Center, Redwood City, CA 94063 (COB 3/Manzanita Hall)**

Remote participation in this meeting will not be available. To observe or participate in the meeting please attend in-person at above location.

\*Written public comments may be emailed to [rnash@smcgov.org](mailto:rnash@smcgov.org) and such written comments should indicate the specific agenda item on which you are commenting.

**\*Please see instructions for written and spoken public comments at the end of this agenda.**

<b>A. CALL TO ORDER &amp; ROLL CALL</b>	Victoria Sanchez De Alba	10:00am
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<b>B. GUEST SPEAKER</b>		
Louise Rogers, Health Chief -- County Health 2025	Louise Rogers	10:00am

<b>C. ACTION TO SET THE AGENDA &amp; CONSENT AGENDA</b>	Victoria Sanchez De Alba	10:10am
1. Approve meeting minutes from:		Tab 1
a. January		
2. Budget and Finance Report		Tab 2
3. HCH/FH Director's Report		Tab 3
4. Quality Improvement/Quality Assurance Update		Tab 4

<b>D. COMMUNITY ANNOUNCEMENTS</b>		
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.		
Community updates	Board Members	10:15am

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**E. PUBLIC COMMENT**

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.

**F. BUSINESS AGENDA**

Approval of 2025 Sliding Scale Fee	Gozel Kulieva	11:00am	Tab 5
Health Resources and Services Administration (HRSA) Operational Site Visit (OSV) Summary Report - Compliance Resolution Opportunities	Jim Beaumont	11:05am	Tab 6

**G. REPORTING & DISCUSSION AGENDA**

(Behavioral Health Services Expansion) BHSE Contract Update	Jocelyn Vidales	11:20am
HCH/FH Needs Assessment	Jocelyn Vidales	11:25am
Board Recruitment	Victoria Sanchez De Alba	11:40am
Federal Updates and Impacts on HCH/FH Program	Jim Beaumont	11:45am

**H. ADJOURNMENT**

12:00pm

Future meeting: **March 13<sup>th</sup>, 2025**

Time: **10:00am-12pm**

Location: **455 County Center, COB Room 101, Redwood City, CA 94063**

**\*Instructions for Public Comment During Meeting**

Members of the public may address the Members of the HCH/FH board as follows:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [jvidales@smcgov.org](mailto:jvidales@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the HCH/FH board and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00p.m. on the day before the meeting, HCH/FH board will make every effort to either (i) provide such emailed comments to the HCH/FH board and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting.

Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

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# Tab 1

## Meeting Minutes



**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)**  
**Co-Applicant Board Meeting Minutes**  
**455 County Center, Redwood City, CA 94063 (Room 101)**  
**January 9th, 2024, 10:00am - 12:00pm**

Co-Applicant Board Members Present	County Staff Present	Members of the Public	Absent Board Members/Staff
<ul style="list-style-type: none"> <li>• Steve Kraft</li> <li>• Brian Greenberg</li> <li>• Janet Schmidt</li> <li>• Steve Carrey (Vice-Chair)</li> <li>• Robert Anderson</li> <li>• Suzanne Moore</li> <li>• Victoria Sanchez de Alba (Chair)</li> <li>• Tayischa Deldridge</li> <li>• Tony Serrano</li> <li>• Gabe Garcia</li> <li>• Francine Dickson-Serafin</li> <li>• Jim Beaumont (Ex Officio)</li> </ul>	<ul style="list-style-type: none"> <li>• Alejandra Alvarado</li> <li>• Marisol Escalera Durani</li> <li>• Gozel Kulieva</li> <li>• Raven Nash</li> <li>• Frank Trinh</li> <li>• Jocelyn Vidales</li> </ul>	<ul style="list-style-type: none"> <li>• Marisela</li> <li>• Robert Ramos (Interpreter)</li> <li>• Sonya Rama (Interpreter)</li> </ul>	<ul style="list-style-type: none"> <li>• Judith Guerrero</li> </ul>

<p><b>A. Call to order &amp; roll call</b></p>	<p>Victoria Sanchez De Alba</p>	
<p><b>B. Public comment</b></p>	<p><b>Marisol Escalera Durani, County Staff</b></p> <p>Marisol shared that two new supervisors have joined the Board. In December 2024, the Supervisor organized a community gathering for members of the Moonridge community following the tsunami warning. In late December, the Board of Supervisors held an informal townhall at Maverick's. Those in attendance included the Department of Emergency Management, first responders and other agencies. The goal of the townhall was to work on making improvements in the event of future tsunami warnings. Marisol stated that the Board of Supervisors will schedule a follow up meeting. Due to concerns expressed over immigration policies, the Board Supervisors have been in communication with community so that they don't live in fear. Lastly, Marisol shared a plan to schedule in-person meetings at end of January to discuss concerns with constituents.</p>	

<p><b>C. Action to set the agenda and consent agenda.</b></p>	<ol style="list-style-type: none"> <li>1. Approve meeting minutes from December 12<sup>th</sup> 2024 Board Meeting</li> <li>2. Budget and Finance Report</li> <li>3. HCH/FH Director's Report</li> <li>4. Quality Improvement/Quality Assurance Update</li> </ol>	<p><b>Request to approve the Consent Agenda was <u>MOVED</u> by Francine Dickson-Serafin and <u>SECONDED</u> by Tayischa Deldridge</b></p> <p>APPROVED by all Board members present.</p>
<p><b>D. Business Agenda</b></p> <ol style="list-style-type: none"> <li>1. Request to Renominate Board members with Terms Expired in January 2025</li> <li>2. Request to Approve HRSA Operational Site Visit (OSV) Documents</li> <li>3. Request to Approve Support Letter for Pacifica's Safe Parking Program</li> </ol>	<p>Jocelyn stated Victoria reached out to Janet regarding her Board term which is expiring this month. Janet stated that she enjoyed meeting everyone and using her knowledge from Grand Jury. She further stated that the best things she got out of service was meeting the Board and doing this work.</p> <p>Janet suggested adding time to the Board meeting. Victoria asked how to submit a request to extend the meetings to 12:30. Janet proposed adding this request to the agenda for future meetings.</p> <p>Suzanne and Francine discussed the Pacifica Safe Parking Program. Suzanne explained that the purpose of the support letter is to demonstrate the Co-Applicant Board's support of Pacifica Safe Parking Program. The letter will be added to the Commissioner's agenda. Suzanne stated that the letter is a request for additional, safe parking spaces for RVs. The program is a pilot that will end in June. Suzanne stated that the Coastal Commission has made it clear they are supportive of the program.</p> <p>Victoria and Suzanne discussed the specific locations of the RVs and the cleanliness of the surrounding areas. Suzanne stated that 4 sites are in Oceania and 1 is on Malaga. Additionally, 9 families have transitioned into permanent housing.</p> <p>Brian and Suzanne discussed the location of additional safe parking spaces in Pacifica. Suzanne stated that the parking spaces in the city offer wrap-around services, and individuals can stay up to 28 days. However, some individuals have to move every 72 hours.</p> <p>To conclude the discussion, Suzanne hoped for the Board's approval of the support letter so that it can be passed on to the Coastal Commission. Suzanne stated that she was unsure if the Chair or Vice-Chair are available to present the letter in person or virtually. Victoria asked for the time and location of the in-person meeting, and inquired about members' availability to carry out the message.</p>	<p><b>Request to Renominate Board member with Term Expiring January 2025 was <u>MOVED</u> by Gabe and <u>SECONDED</u> by Steve</b></p> <p>APPROVED by all Board members present.</p> <p><b>Request to Remove Request to Approve HRSA Operational Site Visit (OSV) Documents from the Agenda was <u>MOVED</u> by and <u>SECONDED</u> by</b></p> <p>APPROVED by all Board members present.</p> <p><b>Request to Approve Support Letter for Pacifica's Safe Parking Program was <u>MOVED</u> by Francine and <u>SECONDED</u> by Janet</b></p>

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		APPROVED by all Board members present.
<p><b>E. Community Announcements</b></p>	<p>Tony shared a letter from a farmworker who wished to remain anonymous. The individual expressed grief over the sudden loss of a colleague and shared how they received support from ALAS, including compassionate listening, and essential toiletries. They acknowledged the organization's role in providing assistance during this difficult time. The individual expressed concerns about the work conditions for the Field Medicine Team, citing a lack of space for providers to work. They also expressed satisfaction with regular visits from nurses and doctors on the farm. Jocelyn and Victoria asked if the farmworker requested improvements of the medical staff's facilities, and if the Board should advocate for the Mobile Van. Tony complied.</p> <p>Francine shared that nurse practitioner students at the University of San Francisco are collecting data on housing by gathering Z codes. Health Plan of San Mateo interested in the research and speaking with the students.</p> <p>Members discuss the schedule of the Mobile Van, as well as its purpose, history, and scope. Frank stated that the van that previously deployed to Pescadero is sent to Half Moon Bay on Thursdays, staffed by a Public Health Nurse.</p> <p>Frank, Brian, and Gabe discussed Puente's attempts to launch its own mobile clinic, and logistical concerns regarding vehicle maintenance, barriers for patient privacy, and access to care. Tony, Victoria, and Frank will follow up on finding the appropriate vehicle.</p> <p>Victoria stated that January 24<sup>th</sup> is the second anniversary of the Hald Moon Bay shooting, and ALAS is partnering with the National Farmworker Ministry to honor victims and survivors. There will be a press conference to discuss</p>	

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<p><b>F. Guest Speaker</b></p> <ol style="list-style-type: none"> <li>1. Cecilia Aguirre, Director of Peninsula Family Resource Center - St Vincent de Paul – Introduction to Homeless and Farmworker Services</li> </ol>	<p>critical issues such as housing and immigration rights, and a community vigil at 6pm.</p>
<p>Cecilia delivered a presentation informing the Board about the Peninsula Family Resource Center's mission, leadership, and programs. The presentation highlighted the organization's mission to respect the dignity of every person regardless of background. Program services, essentials, and housing referrals are delivered primarily by Conferences, which is a team of 15-20 members.</p> <p>Robert commended the organization for their work, referencing the daily lunches prepared by volunteers to distribute to those in need. Robert also acknowledged St. Vincent de Paul's thrift store located on B Street. Francine inquired whether the program operates on a voucher-based model or provides direct assistance and shared an anecdote about unhoused women who received assistance about the Catholic Center. Brian and Robert inquired about the reasons for the center's closing, and Cecilia directed them to the Executive Director to answer this question.</p> <p>In response to Francine's question about what a Conference consists of, Cecilia explained that a Conference is a group of volunteers related to a parish in the Catholic church.</p> <p>Suzanne inquired about the funding stability of the organization. Cecilia stated that the organization's funding is stable, with pending grant notice of awards to be issued by Redwood City and Sequoia. Cecilia also stated that the program is primarily funded through donations unless the organization receives FEMA funding.</p>	

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<p><b>G. Reporting &amp; Discussion Agenda</b></p> <ol style="list-style-type: none"> <li>1. National Health Care for the Homeless Council (NHCHC) Conference – Baltimore, MD, Dates: May 12-15, 2025</li> <li>2. HCH/FH Introduction to OSV Presentation</li> <li>3. HCH/FH Board Recruitment of New Members</li> </ol>	<p>Gabe inquired about pastoral outreach and how people access this service. Cecilia stated that individuals are referred by their core agency. Tony added that home visits essential part of services and make it easier for families to access services</p> <p>To conclude, Victoria stated how much she learned.</p> <p><b>Jim Beaumont, HCH/FH Director</b></p> <p>Jim stated that the annual National Healthcare for the Homeless Conference will take place in Baltimore in mid-May and there is limited funding available for this opportunity. Janet stated that she tried to attend two years ago. Jim stated that there is adequate funding to send two Board members and two staff. Steve and Tysicha expressed interest in going. Victoria asked about cost and hotel selection. Taysicha, Brian, Steve, and Robert discussed timelines for reimbursement.</p> <p>Robert asked what are causing reimbursement issues with State Controller. Jim highlighted that some reasons include allowable nightly rates and restrictions on grant funds. Victoria asked Jim to clarify if the State Controller manages reimbursements. Jim confirms. Marisol Escalera Durani added that staff have the same, strict guidelines for reimbursements. Robert asked if it takes 7-10 months for reimbursements and added that it seems to be exceptional. Members stated that Brian is still awaiting reimbursement. Marisol asked for Board members to meet with her regarding specific concerns. Brian declined assistance with his outstanding reimbursement request.</p> <p>Jim described previous conferences in Seattle and New Orleans, which were largely attended. He also asked the Board's interest in attending the International Street Medicine Symposium in Hawaii this September.</p> <p><b>Jocelyn Vidales, HCH/FH Planning and Implementation Coordinator</b></p> <p>Jocelyn delivered a presentation on the HRSA OSV. She discussed the Board's responsibilities, an overview of OSV, and additional information useful to the Board.</p>	
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	<p>Gabe asked why it is necessary for the programmatic and policy parts to be separate from the County. Jim clarified that as a public entity, it is a HRSA requirement for the Board to be comprised of consumers. Gabe asked if most programs have a waiver for the board. Jim stated that every program he is aware of has a waiver. Gozel stated that some waivers have additional conditions such as the City and County of San Francisco's Consumer Advisory Board. Jim stated it is an additional HRSA to seek patient population input, which is why there is a section for community announcements on the agenda. Brian stated that subcommittees help to address additional issues faced by the unhouesed and farmworker populations, such as those west of the coastal range.</p> <p>Janet asked about hosting the Board meetings at the Navigation Center once or twice a year. Gozel stated that there is no parking. Victoria elaborates that parking is essential as many members come from the Coastsides.</p> <p>Janet asked about other suitable locations. Jim stated that when construction is finished at the San Mateo Medical Center, hundreds of parking spaces will be added. Brian asked if the location of these meetings is a barrier to gaining patient input while Gabe and Victoria asked if meeting can be held on the Coastsides. Suzanne and Victoria request further discussion at a future meeting.</p> <p>As Jocelyn discussed that the sliding scale fee was last updated in July 2024, Janet stated that she did not recall the reason behind the Board's vote on the fee. Gozel and Tayischa stated that the sliding fee is based on annual poverty lines guidelines and is updated annually. Steve directed Janet to refer to Page 10 of OSV Cheat Sheet. Jim stated that it is unlikely that the Board will be asked about the sliding scale fee in detail. He elaborated that the questions will likely regard the purpose of the sliding scale fee. Tayischa elaborated that the HRSA auditors will also want to know the purpose of providing the program's services.</p> <p>Janet suggested Board members be assigned to their area of expertise for the next OSV. Jim added that Board members should know that no patient is turned away for inability to pay and that everyone receives care.</p> <p>Jocelyn concluded her presentation, and the Board asked additional questions. Janet asked what the SAC acronym is. Jocelyn explained that it is the Service</p>
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	<p>Area Competition. Brian asked how many members are requested to attend the HRSA Pre-Conference. Gozel clarified that the program would hope for as many members as possible to attend. Jim added that in general, reviewers like to see whole board at meeting with Co-Applicant Board.</p> <p>Janet asked if Jim knows the reviewers since it is his sixth audit. Jim stated that he does not know the reviewers. He stated that in his experience, there are always findings. He added that Board meetings must be in compliance with the Brown Act and are public, but staff are asked to leave OSV meeting.</p> <p>Janet asked if the HRSA reviewers were provided biographies of the Board members. Jim stated that information about Board members is presented as part of the SAC application.</p> <p>Victoria stated that it is now 12pm and asked the Board if they wanted to continue discussion on this topic. Francine requested a list of contractors prior to the meeting with the HRSA reviewers.</p> <p><b>Victoria Sanchez De Alba, HCH/FH Chair</b></p> <p>Victoria requested to move the last item on the to the next meeting. She asked the Board to begin considering recruitment of new members. To conclude, Victoria reminded the Board of next month's meeting to occur at Manzanita Hall on February 13<sup>th</sup>. Marisol stated that she will meet with Connie and request to reserve the room for future meetings.</p>	
<p><b>G. Adjournment</b></p>	<p>Future meeting:  <b>Thursday, February 13<sup>th</sup>, 2024</b>  <b>Time: 10am - 12pm</b>  <b>455 County Center COB 3 (Manzanita Hall)</b>  <b>Redwood City, CA 94063</b></p>	<p>The meeting was adjourned at 12:04pm</p>

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Tab 2

Program Budget and  
Financial Report



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](http://smchealth.org/smmc)

DATE: February 13, 2025

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 FINANCE REPORT

Preliminary numbers for January show a total of \$134,240. This only includes a couple of invoices for closing out Grant Year (GY) 2024 contracts/MOUs, a very little outside of salaries and benefits for actual 2025 expenditures so far. Based on this, there is little projection capability at this point.

Based on our authorized grant (\$2,858.632) and anticipated carry-over (\$650,000), our full expenditure capacity for the year will be around \$3.5 Million. However, the plan is to expend only about 30% of the carry-over available, as Program has budgeted across the coming three (3) years and will be using some of that carry-over to pay future (year 2 and year 3) expenditures. Based on this, our target for the year is to spend between \$3 and \$3.1 million.

Attachment:

- GY 2024 Summary Grant Expenditure Report Through 01/31/25



January \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (01/31/25)	Projection for end of year	Projected for GY 2026
<b>EXPENDITURES</b>					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	725,000	56,467	56,467	740,000	750,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	225,000	17,923	17,923	225,000	235,000
<u>Travel</u>					
National Conferences (2500*8)	20,000			10,000	12,000
Regional Conferences (1000*5)	5,000	250	250	3,000	1,500
Local Travel	500			500	250
Taxis	500			500	250
Van & vehicle usage	1,000			1,000	1,000
	27,000		250	15,000	15,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	10,000	27	27	10,000	2,500
	10,000		27	10,000	2,500
<u>Contractual</u>					
2022 Contracts		56,067	56,067	75,000	
2022 MOUs				10,000	
Current 2023 MOUs	1,000,000			900,000	1,000,000
Current 2023 contracts	950,000			875,000	900,000
---unallocated---/other contracts					
	1,950,000		56,067	1,860,000	1,900,000
<u>Other</u>					
Consultants/grant writer	40,000			25,000	10,000
IT/Telcom	55,000	3,506	3,506	55,000	60,000
New Automation				0	-
Memberships	5,000			5,000	5,000
Training	10,000			5,000	2,500
Misc	5,000			5,000	5,000
	115,000		3,506	95,000	82,500
<b>TOTAL</b>	<b>3,052,000</b>	<b>134,240</b>	<b>134,240</b>	<b>2,945,000</b>	<b>2,985,000</b>
<u>GRANT REVENUE</u>					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Prior Year Unexpended to Carryover	315,058		315,058	315,058	
Other					228,690 carryover
HCH/FH PROGRAM TOTAL	3,173,690		3,173,690	3,173,690	3,087,322
<u>BALANCE</u>	121,690	Available	3,039,450 Current Estimate	228,690 Projected	102,322 based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	10,000	250	250	11,000	12,000
Health Coverage	123,000	9,925	9,925	135,000	143,000
base grant prep	0			0	
food	6,000	789	789	6,500	7,500
incentives/gift cards	1,000			1,500	1,500
	140,000		10,964	154,000	164,000
<b>TOTAL EXPENDITURES</b>	<b>3,192,000</b>	<b>145,204</b>	<b>145,204</b>	<b>3,099,000</b>	<b>NEXT YEAR 3,149,000</b>

Tab 3  
HCH/FH Director's  
Report



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: February 13, 2025

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: DIRECTOR'S REPORT & PROGRAM CALENDAR

Program activity update since January 09, 2025, Co-Applicant Board meeting.

From January 14 through January 16, the Program went through a HRSA Operational Site Visit (OSV). The OSV is intended to assess a health center's compliance with HRSA's grant and program requirements as captured in 18 Chapters comprised of 111 Elements in the HRSA Compliance Manual. We believe the Program fared well in this review, passing on 90% of the elements, with many of the non-compliant findings being minor issues to address (such as signage). There is a broader discussion on the OSV elsewhere on today's agenda.

Program has also been putting together the submission for our annual, required, Uniform Data System (UDS) Report. Significantly complicated this year with the implementation of EPIC, SMC Health's new Electronic Health Record (EHR) in November, staff have been industriously working through issues with both the Business Intelligence (BI) Team (for eCW based data) and EPIC support staff (for EPIC data). With the submission deadline on February 15<sup>th</sup>, we expect to make a full, timely submission.

On Wednesday, February 12<sup>th</sup>, The SMC Farmworker's Affairs Commission will hold a "Listening Session" to hear Farmworkers' thoughts and issues with health care access and delivery on coastside. Staff from HCH/FH have planned on attending. We will potentially have information to report from the session at future meetings.

Seven Day Update

ATTACHED:

- Program Calendar





# Tab 4

## QI/QA Report



DATE: February 13<sup>th</sup>, 2025

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Frank Trinh, HCH/FH Medical Director  
Alejandra Alvarado, HCH/FH Clinical Services Coordinator

SUBJECT: QI/QA COMMITTEE REPORT

- **HRSA Operational Site Visit (OSV)**

- The HCH/FH Operational Site Visit (OSV) took place on January 14-16, 2025. The Operational Site Visit (OSV) was fully onsite, and the OSV reviewers shared their feedback with our program at the end of the site visit. HCH/FH is currently working to address the findings from the site visit, and will be submitting them to HRSA before the end of the Compliance Resolution Opportunity (CRO) period.

- **HCH/FH Needs Assessment**

- HCH/FH has been working to gather information and begin evaluating program efficiency through its upcoming Needs Assessment (NA) which will be taking place in 2025. The Needs Assessment may consist of speaking with program stakeholders and gathering data to determine what themes the program should focus on. Data review outcomes will be taken into consideration for the final report.

- **Uniform Data System (UDS) Report Submission**

- The UDS is due every February 15<sup>th</sup> and this is an annual report that consists of reporting requirements for our program. The report is generally broken into three main sections: demographic, financial, and clinical sections. The HCH/FH team has been working diligently to finalize this report by merging data from SMMC's old database, eClinicalWorks (eCW), and the new database, EPIC to create one aggregated report.

# Tab 5

## Approval of 2025 Sliding Scale Fee



SAN MATEO COUNTY HEALTH  
**SAN MATEO  
MEDICAL CENTER**

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

DATE: February 13, 2025

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Gozel Kulieva, HCH/FH Management Analyst

SUBJECT: REQUEST TO APPROVE UPDATES TO THE SLIDING FEE DISCOUNT SCHEDULE FOR 2025

One of the HRSA health center program requirements is having an approved Sliding Fee Discount Program (SFDP). This Board approved SFDP policy in October 2013 and has been approving an updated fee schedule annually based on federal poverty guidelines. The last Sliding Fee Discount Schedule was updated in March 2024.

According to the HCH/FH Sliding Fee Discount Program Policy “The income levels included in the SFDS shall be updated annually based on the annual release of the Federal Poverty Level” (FPL). The attached revisions to the Sliding Fee Scale Schedule are based on the updates to the 2025 (FPL) guidelines.

This request is for the Co-Applicant Board to approve revisions to its approved Sliding Fee Discount Program Policy Schedule to adjust for the new FPL for 2025. A majority vote of the members present is necessary and sufficient to approve the request.

ATTACHMENTS:

- 2025 Federal Poverty Guidelines
- Revised 2023 Sliding Fee Scale Discount Schedule

# San Mateo County Health Care for the Homeless Farmworker Health (HCH/FH) Program

(HRSA 330 Program/FQHC)

## Sliding Fee Discount Schedule 2025

### Monthly Income Thresholds by Family Size for Sliding Fee Discount Policy

Poverty Level*	0-100%	101-138%	139-175%	176-200%	> 200%
<b>Family Size</b>					
<b>1</b>	\$1,304	\$1,800	\$2,282	\$2,608	\$2,609
<b>2</b>	\$1,763	\$2,432	\$3,084	\$3,525	\$3,526
<b>3</b>	\$2,221	\$3,065	\$3,886	\$4,442	\$4,443
<b>4</b>	\$2,679	\$3,697	\$4,689	\$5,358	\$5,359
<b>5</b>	\$3,138	\$4,330	\$5,491	\$6,275	\$6,276
<b>6</b>	\$3,596	\$4,962	\$6,293	\$7,192	\$7,193
<b>7</b>	\$4,054	\$5,595	\$7,095	\$8,108	\$8,109
<b>8</b>	\$4,513	\$6,227	\$7,897	\$9,025	\$9,026
<b>For each additional person add:</b>	\$458	\$633	\$802	\$917	\$917
<b>Patient Cost</b>	<b>No Charge</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>	<b>No sliding fee discount**</b>

\* Based on 2025 HHS Poverty Guidelines ( [Poverty Guidelines | ASPE](#) )

\*\* Reduced payments may be available through other state or locally funded discount programs



**SAN MATEO  
COUNTY HEALTH**

**SAN MATEO COUNTY**

**HEALTHCARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM**

**Program Policy**

<b>Policy Area:</b> Fiscal	<b>Effective Date:</b> October 20, 2014
<b>Subject:</b> Sliding Fee Discount Program (SFDP)	<b>Revised Date:</b> July 13, 2023
<b>Title of Policy:</b> Sliding Fee Discount Policy	<b>Approved by:</b> Co-Applicant Board

**1. Rationale or background to policy:**

To reduce financial barriers to care in an organized manner and maximize the use of HCH/FH Program’s 330 Federal Grant Funding. This Policy is meant to assure that no patient will be denied healthcare services due to an individual’s inability to pay for such services. It is also meant to assure that any fees or payments required by the center for such services will be reduced or waived to enable the health center to fulfill the assurance.

**2. Policy Statement:**

The HCH/FH Program maintains a standard procedure for qualifying patients for a reduction in fees for services rendered at sites where HCH/FH patients receive care. In general, a sliding fee scale discount is available to a patient with income at or below 200% of the Federal Poverty Guidelines (FPG), which consider the household size. The sliding fee scale discounts apply to all HCH/FH medical and specialty services (within the HRSA approved Scope of Service) provided to eligible patients. Patients with insurance coverage who otherwise qualify may participate in the SFDP.

This policy and the Sliding Fee Scale and resultant Discounts (Sliding Fee Discount Scale – SFDS) shall be reviewed and approved by the Co-Applicant Board at a minimum of every three (3) years to ensure that it is not a barrier to care. The income levels included in the SFDS shall be updated annually based on the annual release of the Federal Poverty Level (FPL) data, with an effective date of no later than April 1 of the year.

For purposes of this policy, the Co-Applicant Board establishes these definitions:

**Income.** Income shall be defined as the total sum of money that is currently typically becomes available, or is projected to typically become available, to the family on a monthly basis for use in their support and livelihood. Irregular income may be assessed on an annual basis and pro-rated as monthly.

**Household.** Household shall be defined as those individuals who share a common residence, are related by blood, marriage, adoption, or otherwise present themselves as related, and share the costs and responsibilities of the support and livelihood of the group.

At no time will a patient be denied services because of an inability to pay.

All partner programs outside of the San Mateo County Health System with whom the HCH/FH Program

has agreements for services must have a Co-Applicant Board approved Sliding Fee Discount Program if they ever change patients/clients for services rendered under the agreement.

### 3. Procedures:

1. Sites where HCH/FH patients receive services will ask patients who call for an appointment, arrive for an appointment, or drop in for services if they have health insurance. If so, the insurance information is documented in the Electronic Health Record (EHR) system at the time of registration and the insurance card is copied and filed in the patient's health record. Prior to receiving services, the staff member will also inform these patients that they have the option of applying for a sliding fee scale discount on co-payments, deductibles, coinsurance, or any other patient responsible charge, with the staff of the onsite eligibility unit.
2. If the patient does not have insurance, the scheduler or front desk staff will advise the patient that they may be eligible for discounts under the SFDP, and health coverage programs. In order to qualify, the patient must make application with staff of the eligibility unit, and be willing to share **Household Size and Income** (in the case of Homeless and Farmworker patients income may be adjusted as is reasonable). If the patient agrees to begin the qualification process, the patient is directed to the eligibility unit where a staff member assures that the patient gets the information necessary to complete application for any coverage programs they may be eligible for and choose to apply for, and to determine eligibility for the SFDP. The eligibility unit staff person assigned to these duties will do recertification of existing Sliding Fee Scale Discount patients.
3. Application is made for the SFDP through completion of the SFDP Application Form. The Sliding Fee Scale Discount Application form is complete when the following has been achieved:
  - a. The form has been filled out in its entirety, signed, and dated by the applicant.
  - b. Income has been documented as appropriate. This may include:
    - Recent Federal IRS 1040 tax return form,
    - Two current pay stubs or
    - Unemployment stub or
    - Letter from employer on company letterhead - If no letter head is available, a notarized letter will be accepted or
    - Award or benefit letter orIf patient has none of the above, they must provide a signed self-declaration of their income.

**Note:** A patient is eligible for sliding fee scale discounts even if their residency status is unknown or they are disqualified from government benefits.

4. The patient is eligible for a sliding fee discount when:
  - The Sliding Fee Scale Discount Application form is complete AND
  - All documentation is received by the eligibility unit staff member assigned to these duties AND
  - The income criteria are met. The proof of income must be attached to the application and placed in the patient's eligibility record.

Using the attached sliding fee scale, the appropriate eligibility unit staff person determines the specific amount of discount for which the patient is eligible. All eligibility and EHR systems will be updated with the information.

The HCH/FH Program has prepared the sliding fee discount schedule (SFDS), so that the amounts owed for covered services by eligible patients are adjusted based on the patient's ability to pay.

The SFDS includes the following elements:

- Applicability to all individuals and families with annual incomes at or below 200 percent of the Federal Poverty Guidelines (FPG);
  - Full discount for individuals and families with annual incomes at or below 100 percent of the FPG;
  - Adjustment of fees (partial sliding fee discount) based on family size and income for individuals and families with incomes above 100 and at or below 200 percent of the FPG; and
  - No sliding fee discounts through the HCH/FH Sliding Fee Discount Program for individuals and families with annual incomes above 200 percent of the FPG. These patients may be eligible for other state or locally funded discount programs. The eligibility unit staff will assist these patients in identifying and applying for all such programs.
5. The patient's account is updated in the EHR according to health center procedures.
  6. The discount is applied to medical and specialty services provided at HCH/FH sites according to the following:
    - a. The discount cannot be applied to any service unless the form is complete, and the patient meets the above criteria.
    - b. The discount also applies to prescriptions filled by a HCH/FH contracted pharmacy under 340B on or after the patient's eligibility has been confirmed.
  7. If a patient is in the process of applying for another coverage program such as MediCal or Medicare, s/he will be offered temporary sliding fee scale discounts based on their household income and size, but only if all other documentation is complete.
  8. Patients who are denied other coverage, or have yet to apply for other coverage, will be evaluated by the eligibility unit staff and offered assistance in applying for other programs available through private and public sectors. If the patient is deemed eligible for services and does not apply within 30 days, they will be charged full price until the appropriate applications are completed and submitted.
  9. Collection of outstanding amounts will be handled in accordance with the HCH/FH Billing & Collection Policy Approved August 11, 2016.
  10. The Sliding Fee Scale Discount Application form must be completed with updated household income and size documentation every year or sooner if financial circumstances change.
  11. No patient will be denied healthcare services due to an individual's inability to pay for such services. See policy on Waiver of Fees, currently being developed, for further information.



Approved 07/13/2023

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Board Chair

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Program Director

# Tab 6

Health Resources and  
Services Administration  
(HRSA) Operational Site Visit  
(OSV) Summary Report -  
Compliance Resolution  
Opportunities