### Alameda County Health Care for the Homeless Commission
Meeting Minutes
Friday, December 16, 2016, 9:00am-11:00am
1404 Franklin Street/14th St, Suite #200, Oakland CA 94612

<table>
<thead>
<tr>
<th>HCH Commissioners Present</th>
<th>Absent:</th>
<th>County Staff/Partners Present:</th>
</tr>
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<tbody>
<tr>
<td>Adria Walker</td>
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<td>Suzanne Warner, HCH Deputy Director</td>
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<td>boona Cheema</td>
<td></td>
<td>Gay McDaniel</td>
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<td>Jean Prasher</td>
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<td>Quyen Tran, HCH Finance Manager</td>
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<td>Lynette Lee</td>
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<td>Betty DeForest</td>
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<td>Fr. Rigo Caloca-Rivas</td>
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<td>Jeffrey Seal, HCH Interim Medical Director</td>
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<td>Mark Shotwell (Ex Officio)</td>
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<td>Lucy Kasdin, HCH Direct Services Manager</td>
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<td></td>
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<td>Joel Ginsberg, HCH Program Services Coordinator</td>
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<td>David Modersbach, HCH Grant Manager</td>
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<tr>
<th>Item</th>
<th>Discussion/Recommendation</th>
<th>Action</th>
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| CALL TO ORDER | • HCH Director Mark Shotwell called the meeting to order at 9:10am.  
• **Action Item: Approve Agenda** | Motion: Caloca-Rivas, Prasher, second; Yea: unanimous |
| CLOSED SESSION | There was no closed session this meeting. | |
| PUBLIC COMMENT | Public comments were invited; none were made. | |
| CONSENT AGENDA | **Action Item: Approve Minutes of 11/18/16 HCH Commission Meeting** | Motion: Walker, second Caloca-Rivas; Yea: unanimous  
Attachment Tab 2 |
| BOARD ORIENTATION | • **Whole Person Care** – ACHCH Deputy Director Suzanne Warner presented an overview of the Whole Person Care grant, called Alameda County Care Connect. The grant is $28 million/year over 5 years and is matched by the County for a total of $56 million/year or $280 million total. It will focus on Medi-Cal eligible homeless persons with complex conditions who are high utilizers of multiple systems. The approach aligns with the coordinated entry system. Interventions include expanded outreach, housing navigation, move-in funds, landlord incentives, permanent supportive housing services, education and legal assistance, oversight for community living facilities, a pool for affordable housing development, and a program of overall coordination and training. Long-term, the Alameda Alliance for Health may provide continuing support after 2020 if effectiveness and cost savings are demonstrated. There will also been an effort to maximize Medi-Cal MAA and TCM reimbursement as a long-term funding strategy. The goal is to have the program up and running by July 2017. A Commissioner asked about job placement and life skills. Staff replied that there will be a partnership with BHCS on employment using the Individual Placement and Support (IPS) model.  
Unsheltered Homeless & Encampments in Alameda County Overview – ACHCH Grant Manager David Modersbach defined the scope of the problem: the 2015 Point in Time Count found more than 2,400 unsheltered, with 13,000 unsheltered annually, but this is probably an underestimate: using the HRSA definition, 23,000 people experience homelessness in any given year. There are only 440 shelter beds available for single persons at any given time plus 285 during cold or rainy nights during the winter, not nearly enough. Street homelessness has increased as a result of the housing crisis and reduction in shelter beds. The spectrum of responses to homelessness includes: 1) criminalization; 2) abatement (‘cleaning up’); 3) |
| | | Attachment Tab 3 |
outreach to serve people whenever they are; 4) “Navigation Centers” where encampment dwellers are relocated to; and 5) sanctioned encampments (there’s now one in Oakland); and 6) sanctioned “Shelter In Place” encampments supported by outreach and services. Sanctioned encampments can include legalizing parking for people living in cars – there are many people now parked along San Leandro Blvd. Another approach is micro-housing – tiny home villages - with shared cooking and bathrooms. HCH’s response to encampments includes: mobile clinics; outreach (mostly limited to downtown Oakland); street medicine; and helping with County and city approaches to sanctioned encampments.

HCSA is now developing a position paper on encampments and would like the Commission’s input. A Commissioner asked what percentage of unsheltered people want traditional housing. Staff responded that focus groups carried out through All In Alameda County found that 75% would like shelters if accessible and decent. Another Commissioner asked what the Commission could do to counteract the myth that people want to live outside. A desire was expressed to invest in media to change public perception of this issue. Next steps: the Commission will review the draft position paper and have more discussion at the next meeting. Staff will follow up with more materials and check in with HCSA leadership about the process of finalizing the position paper.

### REGULAR AGENDA

1. Consumer Input - no item this meeting.
2. Board Ad Hoc Committee reports - no reports this meeting.
3. HCH Director Report - Mark Shotwell presented briefly. Volunteers are sought for Point in Time count to take place on January 31, 2017.
4. HCH Budget Process – HCH Finance Manager Quyen Tran provided an overview of the budget process. The County budget, which is a program planning tool, is a subset of the HRSA or ‘health center’ budget. Quyen presented an overview of budget components, timeline, budget development process, reporting, and policies. County and federal internal policies and procedures apply. A Commissioner asked if Commissioners have fiduciary responsibility. Staff replied that they do not believe that Commissioners have personal liability related to financial oversight.

### OTHER ITEMS

1. Officer elections – Agreed that the selection of Commission officers should occur with full participation of Commissioners and after there has been more time for Commissioners and staff to know one another. Agreed to keep this on the agenda and check in regularly about next steps.
2. Next HCH Commission meeting - Friday, January 20, 2017 - 9:00am-11:00am, 1000 San Leandro Blvd #325, San Leandro CA 94577.

### ADJOURNMENT

Time: 11:05 a.m.

Motion: Caloca-Rivas, Lee, second; Yea: unanimous
Attachment 1

Attachment of 11/18/16 HCH Commission Minutes
**Alameda County Health Care for the Homeless Commission**

**Meeting Minutes**

Friday, November 18, 9:00AM - 11:00AM

Alameda County Health Care Services Agency 1000 San Leandro Blvd #325, San Leandro

<table>
<thead>
<tr>
<th>HCH Commissioners Present</th>
<th>Absent:</th>
<th>County Staff/Partners Present:</th>
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<tbody>
<tr>
<td>Fr. Rigo Caloca-Rivas</td>
<td>Samuel Weeks</td>
<td>Suzanne Warner, HCH Deputy Director</td>
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<td>boona cheema</td>
<td>Jean Prasher</td>
<td>Quyen Tran, HCH Finance Manage</td>
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<td>Betty DeForest</td>
<td>Lynette Lee</td>
<td>Raymond Lara, Alameda County Counsel</td>
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<td>Adria Walker</td>
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<td>Mark Shotwell</td>
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<td>Gay McDaniel</td>
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<tr>
<td>Kathleen Clanon MD, HCH Interim</td>
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<td>Director (Ex Officio)</td>
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### Item

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<thead>
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<th>Discussion/Recommendation</th>
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<tr>
<td><strong>CALL TO ORDER</strong></td>
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<td>• HCH interim Director Kathleen Clanon MD called meeting to order at 9:25am.</td>
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<td>• Motion to adopt agenda</td>
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<td><strong>Action Item: Approve Agenda</strong></td>
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<td>• Dr. Clanon will informally facilitate Commission meetings until the Commission elects officers by its December 2016 meeting.</td>
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<td>• Everyone present introduced themselves.</td>
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<td>• There were a few absent Commissioners who had not responded to HCH emails about the meeting. We’ll do better follow up with Commissioners prior to next meeting.</td>
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<td>• HCH staff and partners are still seeking a ninth HCH Commissioner with expertise in hospital systems to round out the Commission.</td>
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<td><strong>CLOSED SESSION</strong></td>
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<td>There was no closed session this meeting.</td>
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<td><strong>PUBLIC COMMENT</strong></td>
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<td>Public comments were invited; none were made.</td>
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<td><strong>CONSENT AGENDA</strong></td>
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<td>Motion to adopt minutes approved</td>
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<td><strong>Action Item: Approve Minutes of 10/21/16 HCH Commission Meeting</strong></td>
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<td><strong>BOARD ORIENTATION</strong></td>
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<td>• Health Center Requirements – David Modersbach presented information on HRSA Health Center definition, Scope of Project, Services Area Competition, Budget Area Renewal, Operational Site Visit and gave overview of HCH Commissioner/Program calendar for 2016-2017.</td>
<td>Attachment Tab 2</td>
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<tr>
<td>• County of Alameda Senior Deputy County Counsel Raymond Lara presented 45 minute training on the Brown Act and how it relates to the HCH Commissioners and the HCH Program. PDF PPT Attached. Key elements of training are that HCH Commission is a legislative body and all Commissioners are subject to the Brown Act. Meetings must be “Open and Public” and given legal notice. Brown Act rules are interpreted broadly and exceptions are interpreted narrowly. HCH Commission business may only be discussed between multiple Commissioners at properly noticed public HCH Commission meetings. HCH Commissioners who missed the meeting or who would like more info can contact HCH staffer David Modersbach.</td>
<td>Attachment Tab 3</td>
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<td><strong>REGULAR AGENDA</strong></td>
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<tr>
<td><strong>HCH Director Report</strong></td>
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<tr>
<td>1. Consumer Input - no item this meeting.</td>
<td>Attachment Tab 4</td>
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<tr>
<td>2. Board Ad Hoc Committee reports - no reports this meeting.</td>
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<td>3. HCH Director Report: Due to time constraints, HCH Interim Director Kathleen Clanon MD shared her PPT program report, attached, and handed out a document about County housing and health-related initiatives. Dr. Clanon presented Mark Shotwell, who has been selected by County personnel hiring procedures as HCH Director.</td>
<td>Attachment Tab 5</td>
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</table>
**HCH Quality Plan**

Mr. Shotwell will start 12/5/16, and has 20 years progressive experience at Bonita House, and 25 years of social work and program leadership serving a homeless population experiencing co-occurring disorders. Dr. Clanon outlined the responsibilities of the HCH Commission, including selection, evaluation and dismissal of HCH Director. Dr. Clanon explained the County hiring process, and that the decision to hire Mr. Shotwell predated the establishment of the HCH Commission. The HCH Commission will evaluate Mr. Shotwell in 2017 and annually.

The Commissioners asked questions to Mr. Shotwell, and discussed what they wanted from him, and what he wanted from the Commission. Of particular importance were: how can the HCH program impact the health of persons with co-occurring disorders experiencing homelessness; how will HCH Director work in a transparent manner with the HCH Commissioners; and how can the HCH Commission support the work of the HCH program.

Motion to Approve Selection of Mark Shotwell as HCH Director.

**OTHER ITEMS**

G. OTHER ITEMS

1. Items for upcoming agenda:
   - **Consumer/CCAB input** is important to HCH Commissioners. David reminded them that there is a permanent HCH CCAB seat (Sam Weeks) and that will be the primary way that consumer board/voice is expressed.
   - **Budget**: Quyen Tran HCH Finance Manager will lead a budget orientation for HCH Commission at next meeting.
   - **Unsheltered/Homeless Encampments**: Discussion about situation of encampments, and desire of HCH Commissioners that this issue be an ongoing discussion for Commissioners, desiring updates, consciousness of issue on a countywide level. HCH staff will develop a presentation in collaboration with HCH CCAB and invite HCH contractors (ROOTS or TCHC) who are providing street medicine services at encampments, at next meeting.

2. **Upcoming officer elections**: HCH Commission will select a Board Chair, a Vice-Chair and at least one additional member to serve on the HCH Commission Executive Committee. Other committees will be created when and as needed by the HCH Commission.

3. **Next HCH Commission Meeting**: Commission has been invited to move meeting to have it at 1404 Franklin Street (HCH Offices) in Oakland, immediately before the HCH program Holiday Gathering, where they can meet HCH staff, contractors and HCH Consumer/Community Advisory Board. Motion to move next HCH Commission meeting to 1404 Franklin St #200, Oakland on Friday December 16, 9:00am-11:00am approved.

Motion: Rivas, second; Walker; Yea: unanimous

**ADJOURNMENT**

Time: 11:15 a.m.

**NEXT MEETING**

Friday December 16, 9:00am-11:00am
1404 Franklin Street #202
Oakland CA 94601
Followed by HCH program Holiday Gathering 11am-1pm at same location.
Attachment Tab 2

Alameda County Whole Person Care Presentation
The Whole Person Care Pilot: Implications for Alameda County Health Care for the Homeless

December 16, 2016
Agenda

• Introduction to the Whole Person Care Pilot
  o Overview
  o Housing Solutions for Health
    ▪ Outreach
    ▪ Enhanced Housing Transition Service Bundle
    ▪ Client Move-In and Landlord Recruitment & Incentive Funds
    ▪ SNF Housing Transitions
    ▪ Housing and Tenancy Sustaining Services Bundle
    ▪ Education and Legal Assistance
    ▪ Community Living Quality Improvement
    ▪ Housing Pool
  o Care Coordination
  o Data Exchange

• Discussion
Overview

- Federal grant program run by state which aims to improve integration, reduce unnecessary health care utilization, and improve outcomes

- Our proposal is called “Alameda County Care Connect” or “AC3”
  - Focus on homeless persons with complex conditions who are high utilizers of multiple systems (HUMS)
  - $28m x 5 years = $140m total; we are in Y1
  - County identified matching funds - previously committed for related programs - for a total of $56m/year or $280m over 5 years that Alameda County will spend to serve this population; includes Home Stretch and BHCS’ Housing Services Office staff and activities

- Aligns efforts with Coordinated Entry System (CES), Home
Housing Solutions for Health - Outreach

- Countywide expansion of street outreach and engagement to link people with Housing Resource Centers

- Approximately 2,400 people are unsheltered (2015)

- Add 8 FTEs to go from estimated 12 to 20; assume each FTE can reach out to 125 individuals

- $668,000/year; support organizations to bill MAA

- HCSA to oversee work carried out under contracts
Housing Solutions for Health - 
**Enhanced Housing Transition Service Bundle**

- **Housing Navigation**
  - Serve 600 chronically homeless, high-need persons, up from estimated 200, linked to Housing Resource Centers
  - $1.6m/year ($324 per-client-per-month)
  - Housing navigators: intensive services including tenancy screening and assessment; create housing support and crisis plans; assist with housing applications; secure resources for move-in; build up community supports
  - To be carried out through contracts with CBOs

- **Expedited IHSS (Social Services Agency)**
Housing Solutions for Health -
*SNF Housing Transitions*

- Step-down housing for people unnecessarily in SNFs and hospitals
- Reimbursed on per-member-per-month basis with similar PMPM rate as Housing Transition Service Bundle
- Intensive housing navigation services offered to transition individuals into a lower level of care in the community
- Managed through East Bay Innovations
Housing Solutions for Health - 

*Client Move-In and Landlord Recruitment & Incentive Funds*

- **Client Move-In Fund $1.4M/yr**
  - Flexible funding which housing navigators can access (serves max 400 households)
  - Covers expenses of establishing a household that are not room and board, such as security deposits, furnishings, utilities setup, cleaning/pest eradication, etc.

- **Landlord Recruitment & Incentive Fund $1.2M/yr**
  - Engage landlords in offering supportive housing units w/ subsidies
  - Goal is to locate & centrally manage approx. 600 units countywide
  - Includes 24/7 landlord hotline; potential master leasing; coordination with service providers & subsidy payers; marketing & PR for recruitment; risk mitigation funds, etc.
Housing Solutions for Health - 
*Housing and Tenancy Sustaining Services Bundle*

- Alameda County has approximately 2,000 units of PSH
- $2.8-3m/yr ($211 per-client-per-month) for 1,000+ individuals in PSH
- PSH services include management of housing crisis plan; tenant education; coaching on relationships with landlords; dispute resolution; assistance with housing recertification; support in household management skills; supporting integration into the community, etc.
- HCSA to oversee work carried out under contracts
Housing Solutions for Health -

*Housing Education and Legal Assistance*

- Program services include toll-free hotline for Medi-Cal beneficiaries with a housing crisis; legal representation of some clients; educational workshops at Housing Resource Centers countywide

- $709,000/year program budget

- HCSA to oversee work carried out under contract
Housing Solutions for Health -
Community Living Quality Improvement

• Create oversight system for Community Living Facilities, modeled on program in San Diego (ILA)
  o Create online directory
  o Support owners and residents through standards and accountability
  o Improve quality through training and incentives
  o Address resident grievances
  o $1m/year

• HCSA to oversee work carried out under contract
Housing Solutions for Health -

Housing Pool

- The Whole Person Care Pilot permits the redirection of some health care savings to housing development
- Create housing development fund of $3.2m/year modeled after program in Santa Clara County
- Housing development loans up to $250,000/unit in projects with set-asides for extremely low-income, homeless people, people with mental illness, etc.
- HCSA to oversee work carried out under contract with an intermediary that finances, manages, and/or builds affordable housing
Care Coordination

- **Develop system of care coordination**
  - Standardize patient facing processes (e.g., consent, assessments and tools)
  - Improve and standardize navigation infrastructure (e.g., triage, eligibility processes)
  - Integrate housing with health care coordination
  - Optimize care team design and practices
  - 24/7 on-call services for AC³ patients who present in crisis

- **Care Management Service Bundles**

- **Incentives for**
  - timely adoption of care coordination system
  - follow-up after mental health hospitalizations
  - ED visit reduction
Data Exchange

- Lead planning & development for data-sharing system for complex care coordination system
- Permissions and consents process
- Partner with the SDQI to deliver trainings for end users
- Reporting standards, data quality assurance processes
- Analysts on-site at participating systems to support quality data reporting
- Analysis of data for tracking outcomes and evaluation of impact
Backbone Organization

- Leads planning, cross-organizational cooperation and the development of the “human infrastructure”
  - Develop common tools and models
  - Foster communication across systems
- Supports a culture of mutual accountability and collaboration with approximately 50 partner entities or downstream providers
- Overall management of grant: relations with State, Community and Contractors
Discussion

- Questions
- Feedback
- Considerations for implementation
Attachment Tab 3

HCH Encampment Overview
Homeless Encampments and Unsheltered Homeless in Alameda County Overview

ACHCH Commission Meeting
Friday, December 16, 2016
EveryOne Home Point in Time Count  January, 2015

- 4,013 persons estimated HUD homeless
- 2,400 unsheltered (undercount)
- 13,000 unsheltered annually
- Some 23,000 experience homelessness annually in County (including doubled up HCH definition)
## Emergency and Transitional Housing Capacity Alameda County 12/2016

<table>
<thead>
<tr>
<th></th>
<th>County-Supported Emergency Shelter Beds</th>
<th>Non County Supported Emergency Shelter Beds</th>
<th>County-Supported Transitional Housing Beds</th>
<th>Non-County Supported Transitional Housing Beds</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Domestic Violence Beds</td>
<td>116</td>
<td>38</td>
<td>0</td>
<td>12</td>
<td>166</td>
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<tr>
<td>Family Beds</td>
<td>232 (men mostly excluded)</td>
<td>27</td>
<td>162</td>
<td>0</td>
<td>421</td>
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<tr>
<td>Singles Beds</td>
<td>293 (includes 53 restricted to women)</td>
<td>92</td>
<td>180</td>
<td>20 (women only)</td>
<td>585</td>
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<tr>
<td>Youth and Minors (TAY)</td>
<td>56</td>
<td>0</td>
<td>52</td>
<td>204 (foster-care linkage)</td>
<td>312</td>
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<tr>
<td>Veterans</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>132</td>
<td>132</td>
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<tr>
<td>Totals</td>
<td>697</td>
<td>157</td>
<td>394</td>
<td>368</td>
<td>1,616</td>
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<tr>
<td>Winter Warming Center Singles Beds</td>
<td>285</td>
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441 homeless shelter beds for singles/couples, plus 285 warming center beds.
38 mental health specific beds.
1000 est in Berkeley/Albany

1800 Est in Oakland

180 unsheltered surveyed in 2015

500 unsheltered surveyed in 2016

50 encampments mapped 2016

120 unsheltered surveyed in 2016
National Responses/Approaches
- United States Interagency Council on Homelessness
- National Association to End Homelessness
- National Health Care for the Homeless Council

Criminalization of Homelessness
- National Law Center on Homelessness and Poverty Housing Not Handcuffs
- Abatement (City of Oakland)

Outreach Services/Efforts
- Street Medicine, HOT Teams, etc.

Sanctioned Encampments
- City-Sanctioned (Oakland 35th Peralta)
- Independent/Nonprofit (Right 2 Dream Too Portland)
- Legal Vehicular Camping Locations
- “Navigation Centers” ex San Francisco

Sanctioned Shelter In Place
- Includes comprehensive hygiene, health support and outreach services to multiple, diverse, sanctioned encampments.

MicroHousing/Tiny Home Villages
**HCH Responses:**

**Mobile Clinics** (St. Vincents’ Union City, FUMC)

**TRUST HCH Outreach**

**Street Medicine Contracts**
- ROOTS STOMP Street Medicine Team (Oakland)
- TriCity/Abode Street Medicine Team (South County)

**HCSA/City support for Caring Communities support to sanctioned encampment in Oakland**

**Health Care Services Agency–wide Approach?**
Next Steps?

Questions?
Attachment Tab 3

HCH Director’s Report
1) Onboarding of New Director

My first day with ACHCH was December 5, 2016. I am just completing my second week in my new role as Director of Health Care for the Homeless. Staff and Managers have been very welcoming and extremely informative.

I have begun scheduling individual meetings with all members of staff and management to get to know them and to hear their insights about our health center. In addition, I have also begun meeting with our contractors to learn about the important work they are doing.

2) Leadership of ACHCH Update

Lucy Kasdin started with ACHCH two weeks before me. Lucy is responsible for supervision of our direct service staff. Lucy comes from working for many years in community based organizations in the fields of behavioral health, outreach and housing services. Lucy and I have worked together as colleagues in the community and have a wonderful, collaborative relationship. We are all very excited that she has joined our team. Lucy will join the Commission meeting this month to be introduced to the Commission.

3) Homeless Point in Time Count (PITC)

On 12/12/16, Lucy Kasdin and I attended the Steering Committee for Alameda County’s upcoming Homeless Point in Time Count, which will commence on January 31, 2017. The PITC is sponsored by EveryOne Home, and this year will represent a new methodology for the Count. The purpose of the count is to generate valid, accurate data regarding homeless individuals and families. This count helps to retain and improve funding for homeless services, increases community understanding of homelessness and helps with other homeless data collection reports. The count will include the unsheltered general population, the unsheltered youth and people residing in shelter and transitional housing. In addition, in the weeks following the Street Count, there will be a survey completed with a sample of 1,000 individuals in the adult population. There are opportunities for those of us who are providers to volunteer to help with the Point in Time Count. Some of us from ACHCH have already volunteered to help with the Count. If any of you are interested in volunteering, here is what that entails. Volunteering means that you will help complete the Count on January 31, 2017, approximately between the hours of 5:00 a.m. and 11:00 a.m. You will be a part of 3-4 person teams that will be assigned to particular census tracks to count individuals. The HCH program is trying to get staff to
participate, and is reaching out to County health department staff for volunteers. If any Commissioners are interested in volunteering we’d be happy to connect you, and you can help spread the word for volunteers.

4) **Uniform Data System (UDS)**

On 12/14/16, David Modersbach and I attended the annual conference training regarding the completion of the annual UDS report. All Health Center Programs across the nation enter data into this system to produce annual reports that create a detailed picture of each health center. Areas reported on are:

- Patients served and their demographic characteristics
- Types and quantities of services provided
- Staffing mix and tenure
- Quality of care/health outcomes and disparities
- Costs of providing services
- Revenue sources
- HIT Capabilities, electronic health record (HER) interoperability, Meaningful Use leveraging, telehealth, and medication-assisted treatment (MAT)

As in year’s past, staff will begin in earnest to complete the report, immediately after January 1, 2017, with the submission deadline for the report of February 15, 2017.

5) **ACHCH contract with Trust Clinic Update**

- Whole Health Home and Benefits Linkage for high users of multiple systems
- Open approximately one year now.
- Currently about 450 patients with plan to double admission rate and serving 1500 patients by 1 year from now.
- Continue close partnership with the advocates (disability attorneys) who have recently been asked by BHCS to expand their contract to increase attorneys by 40 FTEs.
- BHCS has recently expanded its case management services from BACS to serve some of these clients.
- The clinic continues to work close with its consumer partners, including monthly Trust Partners board where they are asked to provide feedback on various issues.
- Currently in process of hiring more behavioral health staff, including MSW, LCSW, and a housing navigator.

6) **Feedback from ACHCH Commissioners for Future Director’s Reports**

As a part of our Commission Meeting on 12/16/16, I would like feedback from you regarding what you would like me to include in my monthly reports.
Attachment Tab 5

HCH Budget Process Overview
ACHCH Budget 101

ACHCH Commission Meeting
December 16, 2016
Why budget?

- **Planning:** strategic tool to spend *what we have* to accomplish *the objectives* we want.

- **Monitoring:**
  - Ensure spending according to priorities.
  - Guidelines to flexibility

- **Analysis:** understand why we didn’t receive and spend as we should → impact future strategy
## HCH Budgets: County vs. HRSA

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<th>County Budget</th>
<th>HRSA Budget</th>
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<tr>
<td><strong>Budget Period:</strong></td>
<td>Jul 1 – Jun 30</td>
<td>Jan 1 – Dec 31</td>
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<tr>
<td><strong>HCH Submission Time:</strong></td>
<td>Mid January</td>
<td>Mid August</td>
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<tr>
<td><strong>Scope of Budget:</strong></td>
<td>County only</td>
<td>County &amp; AHS &amp; subcontractors</td>
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<tr>
<td><strong>Budget Size:</strong></td>
<td>$6.1 million</td>
<td>$13.8 million</td>
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<td><strong># of FTE:</strong></td>
<td>26.25 FTE</td>
<td>105 FTE</td>
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<td><strong>Reporting:</strong></td>
<td>Quarterly</td>
<td>Annually</td>
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<tr>
<td><strong>Commission's Approval</strong></td>
<td>No</td>
<td>Yes</td>
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</tbody>
</table>
Alameda County Budget

1. CAO Budget Call Letter – Dec
2. Maintenance of Effort (MOE) budget – Feb
3. CAO Review – Apr
4. Closing budget gap with departments– May
5. CAO recommends Final Budget + BOS adopts budget – Jun
6. Final Adopted Budget uploaded from CAO system to Auditors accounting system – Jul
### HCH County Budget

<table>
<thead>
<tr>
<th>Budget Major Objects</th>
<th>HRSA Grant (Federal)</th>
<th>TRUST Clinic (MHSA)</th>
<th>General Fund / MAA Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
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<tr>
<td>Services &amp; Supplies</td>
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<td>Internal Service Fund</td>
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<td>Other Charges</td>
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<tr>
<td>Fixed Assets</td>
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<td>Intra-fund Transfer</td>
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<tr>
<td>TOTAL APPROPRIATION</td>
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<td>TOTAL ESTIMATED REVENUE</td>
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<tr>
<td>NET COUNTY COST</td>
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</tbody>
</table>

FY17: $6.1M  $3.7M  $1.9M  $0.5M

- **Budget Constraints:** Revenue & NCC
County Budget Control

- Systematic budget checks by main dept. & accounts
- Transactions reviewed by HCSA Finance, GSA & Auditors on procurement & spending
- Easy transfer of staff positions within budget and HCH staff pool
- BOS approval is required when:
  - Receiving revenue
  - Request changes in Net County Cost
  - Transfer of appropriation between Major Object Classes $\geq 100K$
HRSA Health Center Budget Requirements

- Budget: reflects the costs of operations, expenses, and revenues (Fed & Non-Fed) to accomplish the Project including the number of patients to be served.
- Proposed costs supported by the Fed award are consistent with the Fed Cost Principles and the terms and conditions of the award
- Submit budget annually by Aug 15 on Electronic Hand Book (EHB)
- Monitoring and reporting expenditures to ensure consistency with the HRSA-approved total budget
Health Center Budget

Object Class Categories

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Total Direct Charges
- Indirect Charges
- TOTAL
- Program Income

2017: $13.8 M

- Federal
  - HRSA Grant: $3.8M

- Non-Federal
  - County: $3.3M
  - AHS + Subcontractors: $6.7M
HRSA Budget Control

- Quarterly cash report and draw-down reconciliation
- Annual Federal Financial Report (FFR)
  - Total Federal expenditure in comparison to approved budget
  - Indirect Cost
  - Program Income
- Prior approval:
  - Change of director or key personnel in Notice of Grant Award (≥3mths or reduce to less than 25% of time)
  - To transfer between budget line items (lesser of $250K or 25% of total budget)
  - To carry over unspent fund from one year to another
HCH Budget Timeline

- HCH staff presents proposed County MOE budget to Commission – Jan
- HCH staff prepares HRSA Health Center budget. Commission approves HRSA budget – July
- HCH staff submits Health Center budget to HRSA – Aug
- HCH staff reports budget closeout to Commission – April
Questions?