

Alameda County Health Care for the Homeless Commission

Finance and Contracts Sub-Committee Meeting

June 11, 2021

9:30am – 11:00am

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

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[\(888\) 715-8170,,832949341#](tel:(888)7158170832949341) United States (Toll-free)

Phone Conference ID: 832 949 341#

Agenda

Invited: Gregory Kats, Lois Bailey Lindsey, David Modersbach, Janice Edwards, Alex Martin

1. Review Minutes, Agenda	All
2. GY 2021 HRSA Base Grant Spend Down Report	Janice Edwards, Alex Martin
3. HRSA COVID Funding Update	David Modersbach
4. ACHCH Contracts Dashboard Review and Feedback	David Modersbach
5. HRSA Operational Site Visit (OSV) Planning	David Modersbach
6. ACHCH Sliding Fee Discount Schedule and Fee Schedule Evaluation and Review	David Modersbach
<ul style="list-style-type: none"> • Future Agenda Items & Next Meeting <ul style="list-style-type: none"> a. Next Finance Meeting: October 1, 2021 	

**Alameda County Health Care for the Homeless Commission
Committee Report**

Committee:

- Executive:** Oversees Commission structure organized and moving; provides strategic guidance to staff. Meets monthly.
- Clinical Quality:** Recommends clinical measures to the full Commission; informs medical, dental, mental health, SUD programming. Meets quarterly.
- Budget and Finance:** Monitors HRSA grant budget vs actuals; recommends budgetary actions to the full Commission. Meets quarterly.

Commissioner liaison to the full Commission: Lois Bailey Lindsey	
Last meeting date: January 29, 2021	Current meeting date: April 2, 2021
Commissioners in attendance: Gregory Kats, Ana Bagtas, Lois Bailey Lindsey	
ACHCH staff in attendance: David Modersbach and Janice Edwards (ACHCH), Alex Martin (ACHCSA)	
Absent: None	

1. Items discussed:

- a. Review and approve January 29, 2021 meeting minutes
- b. FY 2021-2022 Budget Process and ACHCH Maintenance of Effort (MOE) Budget Request Update
- c. GY 2020 HRSA Base Grant Spend Down – Final Report
- d. GY 2021 HRSA Base Grant Spend Down
- e. HRSA COVID Funding Update
- f. ACHCH Contracts Dashboard Review and Feedback
- g. GY 2020 Uniform Data System (UDS) Report Update
- h. Future Agenda Items and Next Meeting
 - Next Finance and Contracts Sub-Committee Meeting: July 2, 2021 (consider rescheduling)

- Schedule special meeting during first or second week of June to review and approve finance policies and procedures prior to HRSA Operational Site Visit (OSV), including:
 - Sliding Fee Discount Program (SFDP)
 - Billing and Collections (policy for waiving or reducing patient fees and if applicable, refusal to pay)
 - Financial Management and Accounting Systems

2. Informational item(s) to report to the full Commission:

- a. January 29, 2021 meeting minutes were reviewed and approved.
- b. Staff presented an update on the FY 2021-2022 Budget Process and ACHCH Maintenance of Effort (MOE) Budget Request. Staff plans to begin the Grant Year (GY) 2022 HRSA Noncompeting Continuation (NCC) grant submission in June/July and will submit ACHCH's request to HRSA in August. HRSA approval of ACHCH's proposed program budget is expected by late fall with authorization of funds by December 31, 2021 for the start of the new grant year on January 1, 2022.

ACHCH HRSA budget planning overlaps with the Alameda County Maintenance of Effort (MOE) Budget Request process which began in December 2020 and will conclude in June 2021 when the Alameda County Board of Supervisors approves the Final Approved, or Adopted, County Budget for Fiscal Year (FY) 2021-2022. ACHCH total program costs for FY 2021-2022 are budgeted at \$11.87M with Salaries and Employee Benefits (S&EBs) at \$6M and CBO Contracts at \$4.3M. ACHCH has budgeted \$4.76M in Intra-Fund Transfer (IFT) credits from other County programs which reduced our FY 2021-2022 appropriation request to \$7.11M. ACHCH has budgeted \$6M in revenue (\$4.9M from HRSA) and \$1.11M of Net County Cost (NCC), i.e., support from the County General Fund, to meet the \$7.11M appropriation request.

- c. Staff presented the GY 2020 HRSA Base Grant Spend Down Final Report. HRSA authorized \$4,413,716 in base grant funding for GY 2020. ACHCH fully utilized all available funds during the grant year and no funds remained at year end to roll over into GY 2021. Of the \$4,413,716 of base grant funds that were drawn down in GY 2020, ACHCH used \$2.35M for S&EBs, \$1.93M for Contracts and \$130,000 for other program expenses.
- d. Staff presented the GY 2021 HRSA Base Grant Spend Down Report. HRSA authorized \$4,319,466 in base grant funding for GY 2021. As of March 2021, ACHCH has drawn down \$714,577 in GY 2021 base grant funds (\$207,107 for S&EBs, \$455,851 for Contracts and \$51,619 for other program expenses) with a remaining balance of \$3,604,889 (83.5% of award) for use by December 31, 2021.

- e. Staff presented a HRSA COVID Funding Update. ACHCH received \$1,127,870 in one-time funding from HRSA and small donors in GY 2020/FY 2021-2022 for COVID response work. The HRSA COVID grant for \$63,641 which ended on 3/14/21 was fully expended on supplies and staff overtime; there was a small balance of \$231 that was ineligible for extension/rollover. ACHCH is on track to fully spend down the HRSA COVID CARES grant for \$750,995 by 7/31/21. As of March 2021, \$44,783 remained to be drawn down. Spend down of the HRSA COVID grant for \$260,734 has been slow (\$21,833 drawn down as of March 2021). Staff received a grant extension to use the remaining funds (\$238,901) by 12/31/21. Funds will be used to hire temporary staff to support COVID testing and vaccinations.
 - f. Staff reviewed the ACHCH Contracts Dashboard.
 - g. Staff presented key findings from the GY 2020 Uniform Data System (UDS) Report.
 - h. There was preliminary discussion regarding the three-day HRSA Operational Site Visit (OSV) tentatively planned for July 21-23, 2021. Commissioners agreed to review finance policies and procedures prior to a special Budget and Finance Committee meeting that will be scheduled during the first or second week of June.
 - i. Commissioners agreed to reschedule the next Budget and Finance Committee Meeting (currently scheduled for Friday, July 2, 2021) due to the Independence Day holiday.
3. Action(s) recommended by the Committee for discussion/action by the full Commission at the next meeting:
- a. None