

**Fourth & Hope Board of Trustees Meeting  
May 28, 2024 6:00 PM  
Board President Scott Mansell, presiding  
Via Zoom**

**Minutes  
Community Advisory Board Meeting**

**Community Advisory Board meeting for the first quarter was called to order at 6:05 PM**

**CAB participants were:**

**Board Members:** Scott Mansell, Brad Miller, Maria Garske, Catherine Portman, Nancy Lofton, Theresa Lee, Deborah Grochau, Bruce Watts

**Staff:** Doug Zeck, Jr., Amara Pickens, Brad Parsons

Amara Pickens presented the 2023 annual report for CAARD

- Medical Refresh Outpatient, Sober Living Beds
- Learning Collaborative, System of Care
- Strengthened Drug Medical System Yolo County'
- Medication Assisted Treatment
- Incidental Medical Services, Withdrawal management (West Sac) Medication Assisted Treatment
- Partner with core Medical Clinic
- Staff support vital monitoring
- Core has established relationships
- Grant for Data Exchange Project
- Electronic Billing, Automated Workflow
- Billing System - Positive Financial Impact

The Community Advisory Board Meeting was adjourned at 6:29 pm

**Fourth & Hope Board of Trustees Meeting**  
**May 28, 2024 6:30 PM**

The regular meeting of the Fourth and Hope Board of Directors was called to order by Scott Mansell at 6:30 PM

Doug Zeck, Jr. led the opening prayer.

**Board Members:** Scott Mansell, Brad Miller, Catherine Portman, Theresa Lee, Marla Garske, Nancy Lofton, Bruce Watts, Deborah Grochau

Absent: Nick Roncoroni,

**Staff, Consultants, Community:** Doug Zeck, Jr. Executive Director, Brad Parsons, Amara Pickens,

**Change to Agenda:** Cathrine Portman made a motion that the Garden be added to the Old Business Discussion, Brad Miller Seconded, motion passed.

**Approval of Minutes of BOD meeting of April 23, 2024** Motion to approve minutes as presented by Catherine, second by Nancy, motion passed

**Financial Report:** Brad Parsons - See attached

**Executive Director/Staff Reports:** Doug Zeck, Jr.

100 Community Service Clients

Cal Aim Team - Partnership

Client Services - Case managers

How to get into housing

Respite Beds

4 Successful exits, increased intakes

Cal Aim - 1 Year to get rolling

July Last Year \$20K per month Medical, now \$70K per month - Better Lead and Managed

Walters House April 21 Total, 10 Female, 11 Male 47% Occupancy Rate

1 Additional Counselor - 4 Successful Exits, 2 Graduated, reunited with children

Staff Emergency

Housing Navigation Center/Shelter New Terms

Change in Ops - Opportunities/Challenges

- Stop Day Services
- Staffing Types and Number
- Change in approach to HHAP Funding
- Yolo County Spent HHAP money on other programs.
- -City Conversations
- State Budget - HHAP Round 6 Cancelled - \$600K/Year

Amara Conversations with Yolo County - Emergency Call with County Friday

- County Assurances to keep Shelter Funded
- County Received Budget from Doug
- Emergency Shelter Critical part of County Plan
- Transportation Budget Item \$150,000 - Should be City, State, not Mission
- Meet with Staff for Cost Reduction

- Additional Funding Sources
  - Donation \$\$
- Walter's House Construction Update
  - Medical, Private Insurance Fee for Service, High Standards for Facility
- Community Center to Open Next Week

**New Business: None**

**Old Business:**

Community Garden at East Beamer - Center for Land Based Learning to Participate?

Development Committee - New Employee Starting

Grow Private Funding

Big Day of Giving \$16,000

**Adjournment 7:22**

**Closing Prayer:** Doug Zeck Jr.

Respectfully Submitted,

Bruce Watts

Secretary

**Fourth and Hope**  
**April 30, 2024 Financial Narrative**

We finished April with a net loss of (\$40,125) vs. a budgeted net loss of (\$22,368).

The monthly actual vs. budget results are summarized below:

	Actual Net	Budget Net	Variance
Shelter	8,093	2,748	5,346
Treatment	12,063	32,863	(20,799)
Trans Housing	(3,121)	(11,282)	8,161
Outpatient	3,332	(8,976)	12,309
Perm Housing	(7,556)	3,601	(11,157)
G&A	(52,936)	(41,320)	(11,616)
<b>Total</b>	<b>(40,125)</b>	<b>(22,368)</b>	<b>(17,757)</b>

We finished the 10 months ending April 30, 2024 with a net loss of (\$235,835) vs. budgeted net income of \$90,552. The actual vs. budget results are summarized below:

	Actual Net	Budget Net	Variance
Shelter	96,490	320,712	(224,222)
Treatment	270,245	328,625	(58,380)
Trans Housing	(91,302)	(112,825)	21,523
Outpatient	13,422	(89,765)	103,187
Perm Housing	(84,971)	36,007	(120,978)
G&A	(439,719)	(392,203)	(47,516)
<b>Total</b>	<b>(235,835)</b>	<b>90,552</b>	<b>(326,386)</b>

This compares to positive net income of \$537,431 for the same period last year (we received \$460,382 in ERC tax credit funding from the IRS).

Shelter is running (\$224,222) below budget. We have only realized \$428,935 of HHAP funding vs. our YTD budget of \$646,749.

Treatment is running (\$58,380) below budget. We have only realized \$1,098,846 of HHS fee for service revenue vs our YTD budget of \$1,250,000.

Transitional Housing is running \$21,523 ahead of budget due to higher than expected revenue from Westcare. However, we are still showing a net loss of (91,302) for the year.

Outpatient is running \$103,187 ahead of budget due to higher than expected revenue from Westcare and expense savings in personnel.

Permanent Housing is running (\$120,978) below budget. We are once again awaiting our new CoC contract with the City of Woodland/HUD.

G&A is running (\$47,516) below budget due to reduced donations and increased HR and insurance expenses.

**Fourth and Hope**  
**April 30, 2024 Financial Narrative**

Total donations are currently at \$180,520 vs. \$220,177 last year and an annual budget goal of \$235,000.00

Total cash (lines 64-67) increased by \$83,111 during the month of April and is down \$247,689 since the beginning of this fiscal year.

Total outstanding receivables (line 69) decreased by \$128,674 during the month of April. We are \$116,462 lower than last year.

Total payables (line 72) are currently \$9,963 lower than the prior year with outstanding credit card payables (line 73) up by \$11,582.

We have an outstanding note payable of \$522,240 due to Friends of the Mission as part of the Walter's House purchase (line 77). We have reduced this outstanding balance by \$67,320 in the past year.

We have \$219,543 of outstanding receivables greater than 60 days old:

	03/31/24	04/30/24	Change
ESG CV2 Emergency Shelter	2,778	2,778	0
Friends of the Mission	19,848	0	(19,848)
GA	4,680	7,020	2,340
HHSA	371,294	159,676	(211,618)
Partnership Health	5,122	5,122	0
Sutter-Yuba Behavioral Health	6,600	6,600	0
Westcare	32,124	25,268	(6,857)
Yuba CAPS	5,760	13,080	7,320
Total	448,206	219,543	(228,663)

This is an decrease of \$228,663 since the prior month.

**Fourth and Hope**  
**Actual vs. Annual Budget for the 10 Months Ending April 30, 2024**

	<b>Actual</b>	<b>Annual Budget</b>	<b>% Annual Budget</b>	<b>Variance</b>
<b>Revenues</b>				
1 Bayer	0.00	10,000.00	0.0%	(10,000.00)
2 Cal Aim	107,677.50	107,677.00	100.0%	0.50
3 CDBG	15,000.00	15,000.00	100.0%	0.00
4 Cold Weather Shelter	38,300.00	38,300.00	100.0%	0.00
5 CSBG	23,888.37	53,539.00	44.6%	(29,650.63)
6 Donations	180,520.48	235,000.00	76.8%	(54,479.52)
7 EFSP	109,970.00	100,256.00	109.7%	9,714.00
8 ESG CV2 Shelter	12,512.86	0.00		12,512.86
9 Friends of the Mission	149,166.66	214,000.00	69.7%	(64,833.34)
10 GA	23,400.00	28,080.00	83.3%	(4,680.00)
11 Health Mgmt Associates	12,500.00	0.00		12,500.00
12 HHAP III (HPAC)	168,127.32	176,099.00	95.5%	(7,971.68)
13 HHAP III (Yolo)	142,539.23	300,000.00	47.5%	(157,460.77)
14 HHAP IV (HPAC)	118,268.10	300,000.00	39.4%	(181,731.90)
15 HHS A	1,334,559.84	1,820,500.00	73.3%	(485,940.16)
16 Interst Income	2,822.37	0.00		2,822.37
17 Partnership Health Service	491,004.00	480,000.00	102.3%	11,004.00
18 PSH (CoC)	148,331.12	348,174.00	42.6%	(199,842.88)
19 Reduce Tobacco Use	3,000.00	0.00		3,000.00
20 Rental Income	73,055.41	38,000.00	192.3%	35,055.41
21 Sac County	123,829.72	150,000.00	82.6%	(26,170.28)
22 VA	104,120.00	93,324.00	111.6%	10,796.00
23 West Care	266,313.80	175,630.00	151.6%	90,683.80
24 Yuba Sutter Behavioral	50,580.00	10,000.00	505.8%	40,580.00
<b>25 Total Revenues</b>	<b>3,699,486.78</b>	<b>4,693,579.00</b>	<b>78.8%</b>	<b>(994,092.22)</b>
<b>Expenses</b>				
26 Salaries & Wages	2,133,431.54	2,637,790.66	80.9%	504,359.12
27 Payroll Taxes	194,771.29	240,038.95	81.1%	45,267.66
28 Employee Benefits	207,972.89	170,763.67	121.8%	(37,209.22)
29 Simple IRA	0.00	39,566.86	0.0%	39,566.86
30 Workers Comp	41,489.75	59,000.00	70.3%	17,510.25
31 Accounting & Audit Fees	10,500.00	30,000.00	35.0%	19,500.00
32 Bank Fees	850.84	300.00	283.6%	(550.84)
33 Building Repairs & Maint	70,660.70	62,500.00	113.1%	(8,160.70)
34 Client Activities	5,717.34	6,500.00	88.0%	782.66
35 Drug Testing	12,216.64	12,750.00	95.8%	533.36
36 Dues & Subscriptions	13,013.95	14,250.00	91.3%	1,236.05

**Fourth and Hope**  
**Actual vs. Annual Budget for the 10 Months Ending April 30, 2024**

	<b>Actual</b>	<b>Annual Budget</b>	<b>% Annual Budget</b>	<b>Variance</b>
37 Equipment Lease	14,286.90	11,005.00	129.8%	(3,281.90)
38 Equipment Repairs & Maint	14,359.20	15,500.00	92.6%	1,140.80
39 Food	153,092.59	180,000.00	85.1%	26,907.41
40 Fundraising	8,278.95	13,500.00	61.3%	5,221.05
41 Insurance	51,903.76	41,000.00	126.6%	(10,903.76)
42 IT	10,860.69	16,500.00	65.8%	5,639.31
43 Legal Fees	6,720.00	0.00		(6,720.00)
44 Meetings & Meals	502.55	1,400.00	35.9%	897.45
45 Office Supplies	16,383.22	6,000.00	273.1%	(10,383.22)
46 Operations Manager	15,000.00	18,000.00	83.3%	3,000.00
47 Outsourced Facility Manager	32,000.00	38,400.00	83.3%	6,400.00
48 Payroll Services Fees	9,951.03	9,000.00	110.6%	(951.03)
49 Postage	2,618.81	2,000.00	130.9%	(618.81)
50 Printing	490.19	1,000.00	49.0%	509.81
51 Professional Services	107,119.95	91,500.00	117.1%	(15,619.95)
52 Program Supplies & Equipment	42,591.02	58,500.00	72.8%	15,908.98
53 Rent	392,877.38	447,132.00	87.9%	54,254.62
54 Security	56,813.74	65,000.00	87.4%	8,186.26
55 Staff Expense	3,319.14	0.00		(3,319.14)
56 Taxes & License	4,786.95	11,717.00	40.9%	6,930.05
57 Telecommunications	17,807.50	26,000.00	68.5%	8,192.50
58 Training & Seminars	6,089.02	14,400.00	42.3%	8,310.98
59 Transportation	717.59	5,250.00	13.7%	4,532.41
60 Utilities	262,864.86	301,000.00	87.3%	38,135.14
61 Vehicle Expense	13,261.43	13,500.00	98.2%	238.57
<b>62 Total Expenses</b>	<b>3,935,321.41</b>	<b>4,660,764.15</b>	<b>84.4%</b>	<b>725,442.73</b>
<b>63 Net Income (Loss)</b>	<b>(235,834.63)</b>	<b>32,814.85</b>	<b>-718.7%</b>	<b>(268,649.48)</b>

**Fourth and Hope  
Balance Sheet as of April 30, 2024**

	Apr 30, 2024	Apr 30, 2023	Change		Apr 30, 2024	Apr 30, 2023	
Assets							
64	Banner Bank	303,279	320,782	(17,504)	Personnel as % of	69.7%	49.3%
65	First Northern Bank	2,359	0	2,359	Total Revenue		
66	Yolo FCU	7,135	277,055	(269,920)			
67	Charles Schwab	272,822	0	272,822	Debt as % of	14.1%	13.8%
68	Acct Receivable	849,179	965,641	(116,462)	Total Assets		
69	Prepaid Expenses	78,976	66,531	12,445			
70	Fixed Assets	4,540,624	4,656,097	(115,473)	Current Ratio	4.56	5.87
71	<b>Total Assets</b>	<b>6,054,374</b>	<b>6,286,106</b>	<b>(231,732)</b>			
Liabilities & Net Assets					Cost per		
72	Acct Payable	102,923	112,886	(9,963)	Client per Day		
73	Credit Card Pay	21,797	10,215	11,582	at WH	127.64	81.58
74	Accrued Payroll	109,412	84,759	24,653	Cost per		
75	Accrued Vacation	80,686	65,382	15,303	Client per Day		
76	HPAC Fisc Agent	0	1,931	(1,931)	at Shelter	27.37	31.63
77	Loan - FOM	522,240	589,560	(67,320)			
78	Simple IRA Liab	17,295	17,513	(218)			
79	<b>Total Liabilities</b>	<b>854,353</b>	<b>882,247</b>	<b>(27,894)</b>			
80	Net Assets	<b>5,200,021</b>	<b>5,403,859</b>	<b>(203,838)</b>			
81	<b>Total Liab &amp; Net A</b>	<b>6,054,374</b>	<b>6,286,106</b>	<b>(231,732)</b>			



**Fourth and Hope  
A/R Aging Summary  
As of April 30, 2024**

	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
<b>CDBG</b>	1,193.41				1,193.41
<b>Cold Weather Shelter</b>		38,300.00			38,300.00
<b>Department of Veterans Affairs - Treatment</b>	7,345.00				7,345.00
<b>ESG CV2 Emergency Shelter</b>				2,777.69	2,777.69
<b>Friends of the Mission (AR)</b>	21,388.79	14,916.66			36,305.45
<b>GA</b>	2,340.00	2,340.00	2,340.00	4,680.00	11,700.00
<b>HHS</b>	123,548.00	98,220.00	2,502.40	157,173.51	381,443.91
<b>Partnership Health Plan of CA</b>	78,392.00	63,772.00		5,122.00	147,286.00
<b>Sacramento County</b>	12,950.00	12,395.00			25,345.00
<b>Sutter-Yuba Behavioral Health</b>				6,600.00	6,600.00
<b>Westcare</b>	20,751.05	19,182.95	25,267.80		65,201.80
<b>Yolo County HHAP 3</b>	25,290.88	10,788.46			36,079.34
<b>Yolo County HPAC</b>	69,681.73				69,681.73
<b>Yuba CAPS</b>	2,640.00	4,200.00	7,320.00	5,760.00	19,920.00
<b>TOTAL</b>	<b>\$365,520.86</b>	<b>\$264,115.07</b>	<b>\$ 37,430.20</b>	<b>\$ 182,113.20</b>	<b>\$ 849,179.33</b>

**Fourth and Hope**  
**A/P Aging Summary**  
As of April 30, 2024

	1 - 30	31 - 60	61 - 90	91 and over	Total
ADP Screening & Selection Services	220.48				220.48
Allied Universal	5,313.54	5,194.96	6,262.14		16,770.64
Amaro All Services	350.00				350.00
ATI Medical Waste	187.55				187.55
CaliforniaChoice Benefit Administrators	24,166.45				24,166.45
Caltronics	116.13	326.96			443.09
City of Woodland - 080682	469.59				469.59
City of Woodland 208734-003	126.90				126.90
Clark Pest Control	1,722.32				1,722.32
CMA	1,481.00				1,481.00
De Lage Landen Financial Service, Inc	777.17				777.17
Dignity Health Med Fdtn	1,846.00				1,846.00
DMV	277.00				277.00
Familia Graphics	2,018.48				2,018.48
Friends of the Mission	5,425.00				5,425.00
HD Supply	300.19				300.19
Interstate Oil	916.15				916.15
Locum Tenens	2,264.48				2,264.48
People Rock HR Services	5,096.50				5,096.50
PG&E - 3461-7	1,719.10				1,719.10
PG&E - 3804-2	51.19				51.19
PG&E - 5330-1	480.50				480.50
PG&E - 6683-7	3,200.39				3,200.39
PGE - 0211-4	210.25				210.25
PGE - 1329-6	47.33				47.33
PGE - 1377-2	1,656.90				1,656.90
PGE - 2428-7	73.49				73.49
PGE - 2636-8	3,521.08				3,521.08
PGE - 9348-1	148.94				148.94
River City Fire Equipment	121.59				121.59
Sacramento Control Systems, Inc	600.00				600.00
Safe Side Security, Inc.	2,752.54				2,752.54
Sysco Sacramento	19,906.74				19,906.74
Teal Networks	1,127.25				1,127.25
Wallace Safe and Lock, Inc	35.37				35.37
Wave - 1401-0721143-01	2.95				2.95

# A/P Aging Summary

As of April 30, 2024

	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
Wave 1401-1357098-01	917.52				917.52
Wave 1401-1371259-01	15.68				15.68
Yolo County Health & Human Services	1,200.00				1,200.00
Yolo Food Bank	275.52				275.52
<b>TOTAL</b>	<b>\$ 91,139.26</b>	<b>\$ 5,521.92</b>	<b>\$6,262.14</b>	<b>\$ 0.00</b>	<b>\$ 102,923.32</b>