



**Board Meeting  
September 15, 2022  
6:30 PM**

**Teleconference Via Zoom**

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**AGENDA**

TABS

1. 6:30-6:35 CALL TO ORDER AND ROLL CALL – Chair Taverner
2. 6:35-6:40 MISSION MOMENT – CEO Fecher
3. 6:40-6:45 PUBLIC COMMENTS
4. 6:45-6:50 APPROVAL OF AUGUST BOARD MINUTES – Chair Taverner A
5. 6:50-7:15 NEW BUSINESS
  - A. Sonrisas Panel Truck – CEO Fecher
  - B. Board of Directors Retreat and Social Event – Chair Taverner
  - C. Board Resolution to Continue Virtual Meetings ACTION Requested – Chair Taverner
6. 7:15-7:45 OLD BUSINESS
  - A. Cooking for a Cause September 2022 Event Update – Development Committee
  - B. Strategic Plan Update – CEO Fecher
  - C. Partnership Update – CEO Fecher
    - a. Sequoia Healthcare District
    - b. Puente del Sur
    - c. SMMC FQHC
    - d. HPSM
7. 7:45-7:55 REPORTS
  - A. CEO Report – CEO Fecher B
  - B. CFO Report – CFO Fama C
    - a. July 2022 Profit and Loss, Balance Sheet, and Dashboards
  - C. Fundraising Report – Maura LeBaron-Hsieh
  - D. Outreach Report– Dr. Bonnie Jue D
  - E. Board Nomination Committee – Director Young
8. 7:55-8:00 SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner
9. ADJOURN





## Board Meeting August 18, 2022

**7:00 PM**

### MINUTES

- **CALL TO ORDER AND ROLL CALL – Vice Chair Galligan** called the meeting order at **7:18 pm**.
  - **Present:** Vice Chair Helen Galligan, Secretary Clyde Hinshelwood, Board Members: Larissa Cutler, Dennis Kneepfel, Rick Navarro, Steve Stielstra, Sheryl Young
  - **Also Present:** CEO Tracey Fecher, CFO Cheryl Fama, Administrative Assistant Veronica Le
  - **Absent:** Board Chair Nigel Taverner, Larry Cappel
  
- **MISSION MOMENT – CEO Fecher** shared that the team enjoyed the company picnic in July. Staff who attended played rented lawn games, such as giant Connect 4, corn hole, and giant Jenga. It was wonderful seeing everyone's faces without masks, staff members engaging in warm conversations, and appreciating the chance to sit down and enjoy a meal together.
  
- **PUBLIC COMMENTS—**No public in attendance.
  
- **REPORT OUT FROM CLOSED SESSION ON AUGUST 18<sup>TH</sup>** – The Board discussed CEO Fecher's annual review, offering her a raise on her base salary with a bonus. CEO Fecher graciously accepted the offer, expressing her appreciation to the Board, who in return, thanked her for work.
  
- **APPROVAL OF JUNE and JULY 20<sup>TH</sup> SPECIAL MEETING BOARD MINUTES**
  - **Director Young** moved to approve the minutes for the board meeting on June 16<sup>th</sup>, 2022. The motion was seconded by **Director Kneepfel** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Dennis Kneepfel, Rick Navarro, Steve Stielstra, Sheryl Young. Abstained: Larissa Cutler**
  - **Secretary Hinshelwood** moved to approve the minutes for the special board meeting on July 20<sup>th</sup>, 2022. The motion was seconded by **Director Stielstra** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Rick Navarro, Steve Stielstra. Abstained: Dennis Kneepfel, Sheryl Young.**
  
- **NEW BUSINESS**
  - **CEO Annual Performance Review and Proposed Salary Adjustment ACTION REQUESTED** – The Board offered CEO Fecher a salary raise and a bonus, which CEO Fecher happily accepted.
    - **Vice Chair Galligan** moved to approve CEO Fecher's Proposed Salary Adjustment. The motion was seconded by **Director Kneepfel** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Dennis Kneepfel, Rick Navarro, Steve Stielstra, Sheryl Young.**

- **FY22 Financial Year End Review ACTION Requested– CFO Fama** discussed FY22’s Financial Year End Review unaudited year-end report as a successful fiscal year for Sonrisas, acknowledging CEO Fecher and Senior Accountant Tina Wang’s dedication to working with the team to close the year with cleanly. The finance memo highlighted extra revenue from COVID federal programs. The year closed with a positive bottom line and close to budgeted visit volume.
  - **Secretary Hinshelwood** moved to approve the FY22 Financial Year End Review. The motion was seconded by **Director Stielstra** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Dennis Kneappel, Rick Navarro, Steve Stielstra, Sheryl Young.**
- **Board Resolutions for Heritage Commerce Bank Account ACTION REQUESTED –** With the recommendation and research done by the Finance Committee at Peninsula Health Care District, Sonrisas decided to move from Boston Private to Heritage Bank of Commerce. The Board must provide three resolutions to open the account: Cash Management Services Resolution and Agreement, Deposit Account and Agreement, and Facsimile/Electronic Signature Agreement.
  - **Vice Chair Galligan** asked if the CDs in Boston Private needed to be mature, and **CEO Fecher** confirmed they do. **Vice Chair Galligan** also inquired about a timeline of when most of the cash will be transferred to the new account. **CEO Fecher** responded the transfer would potentially take two months, depending on the number of outstanding checks issued out. Once new remote deposit machines from Heritage come in and the account is officially open, we will begin depositing in the Heritage account as well as ensuring all checks are cleared before closing the Boston Private account. Due to the complex process of changing banks, CEO Fecher and Senior Accountant Wang pushed back the change until the end of the fiscal year.
    - **CFO Fama** added that there is no rush in closing the account with Boston Private as we need to ensure proper ACH/EFT transfers and avoid bounced checks.
  - **Secretary Hinshelwood** inquired about a fee comparison between Boston Private and Heritage Bank. **CEO Fecher** responded that there are no fees at Heritage if the account balance is kept over \$700,000.
  - **Director Young** asked if anything in the three resolutions negatively stood out as she reviewed them, which **CEO Fecher** responded no.
  - **Director Navarro** asked how many signatures are needed to move funds out of the bank. **CEO Fecher** replied two signatures are needed for checks over \$25,000. Chair Taverner, CEO Fecher, and CFO Fama signed the signature card. Signatures are not required for wire transfers as they do not have the same limits. With the move to Heritage, Sonrisas will begin implementing Positive Pay, meaning the bank will match our ledger of checks to avoid paying stolen or forged checks.
  - **Director Kneappel** moved to approve the Cash Management Services Resolution and Agreement, Deposit Account and Agreement, and Facsimile/Electronic Signature Agreement. The motion was seconded by **Secretary Hinshelwood** and approved by roll call. Ayes: **Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Dennis Kneappel, Rick Navarro, Steve Stielstra, Sheryl Young.**
- **Partnership Update**
  - **Sequoia Healthcare District** increased our grant substantially up to \$357,000, including school screenings in Redwood City. The Sequoia Healthcare District is considering converting their office on Veterans Boulevard to a dental office, doing research to understand the dental needs of their employees.

- Dr. Bonnie is working with the Redwood City School District in coordinating more school screening programs for children who arrived from different countries, including programs for homeless children.
  - **Farmworker Contract:** Puente and Sonrisas are discussing the extension of the farmworker contract beyond January 1, 2023 with SMMC. Executive Director, Rita Mancera and CEO Fecher are exploring different approaches to opening a dental clinic in a permanent location in Pescadero.
    - Secretary Hinshelwood asked for the number of visits done in Puente. CEO Fecher replied the clinic occurs once a week but believes there is enough demand to see patients twice a week, including the possibility of accepting private insurance.
    - Puente is hosting an upcoming Fall Harvest event on September 24<sup>th</sup>, featuring Sonrisas as their Institutional Partner, which Director Cutler agreed to attend as Sonrisas' representative.
    - Once thorough research is conducted, CEO Fecher will present to the Board the idea of opening a dental RV mobile clinic.
  - **SMMC FQHC Contract:** The Board of Supervisors approved the FQHC contract with the new rate effective September 1<sup>st</sup>, meaning the price per visit increases from \$290 to \$310. As preparations for SMMC patients to be seen in Half Moon Bay are underway.
  - **Panel Truck Donation**
    - CEO Fecher reached out to the Samaritan House about donating the panel truck or possibly figuring out an opportunity of utilizing the truck together.
    - Secretary Hinshelwood added Coastside Hope is also interested in a new truck.
  - **Board Resolution to Continue Virtual Meetings ACTION Requested**
    - *Director Navarro proposed that the September 15<sup>th</sup> board meeting take place virtually. The motion was seconded by Director Kneepfel and approved by majority vote. Ayes: Helen Galligan, Clyde Hinshelwood, Larissa Cutler, Dennis Kneepfel, Rick Navarro, Sheryl Young. Abstained: Steve Stielstra*
- **OLD BUSINESS**
  - **Cooking for a Cause September 2022 Event Details:** On behalf of the Development Committee, CEO Fecher expressed her gratitude to the Board for significantly contributing to Cooking for a Cause from sponsoring a table to donating to Sonrisas' Fund a Need as well as inviting friends and potential new donors to spread awareness of Sonrisas' event. Director Kneepfel agreed to emcee the event, the filming of an impact video was made and set to play during the event, and CEO Fecher thanked Chair Taverner, Secretary Hinshelwood, Director Cutler, and Director Stielstra for being on the event committee.
    - Secretary Hinshelwood wondered where overall ticket sales for Cooking for a Cause currently stands and if the goal of 150 guests will be met. CEO Fecher responded that it looks like ticket sales are on track.
  - **Strategic Plan Update – CEO Fecher** is working with the focus area leads to create measurements for the set goals. She is in communication with Facilitator Eric Ryan for support on moving the process forward.

- **REPORTS**

- **CEO Report** – No comments or questions.
- **CFO Report** – **CFO Fama** highlighted the summary of the year end, emphasizing a good performance from CEO Fecher and her team. The visit volume was 2% behind budget while gross revenues were under 4%. Uncompensated care was sufficient due to the lower visit volume, but the direct costs were under budget while indirect costs were over 1%.
- **Fundraising Report** – No comments or questions.
- **Outreach Report**– No report
- **Board Nomination Committee** – No report
  - **Vice Chair Galligan** shared with the Board that she did not run for re-election at the Peninsula Health Care District.
  - **CFO Fama** also shared that PHCD's new board member, Dr. Sanchez, who lives in San Bruno and works as a UCSF Pathologist and Professor of Medicine, will replace Helen in December.
- **SUGGESTED AGENDA ITEMS FOR NEXT MEETING**
  - Plans for the Sonrisas Panel Truck
  - Board Retreat plans
    - April or May timeline
  - If no Board Retreat, conduct a Board and Leadership Staff Social
- **ADJOURN**—Meeting was adjourned at **8:05 pm**.





**DATE:** September 9, 2022

**TO:** SDH Board of Directors

**FROM:** Tracey Fecher, CEO

**RE: CEO Report**

**1. Clinic Operations:**

- Visits in August were on budget; but the payer mix was off for August with Medi-Cal Dental visits being 8% higher than budget and FQHC being 10% less than budget. PPO visits were up by 3%. FQHC visits were down due to a provider being out as well as FQHC appointments being given to Medi-Cal Dental patients. This is the second month that payer type has been under budget and the team is working together to increase the FQHC visits and look at how appointments are being scheduled.

**2. Staffing Update:**

- Last week, Leslie Rosales joined the team as Development Associate. We are happy to have Leslie on before Cooking for a Cause so she can experience our signature event. Leslie comes to us from Lotus Bloom, a family services non-profit in the East Bay.
- We continue to recruit for dental assistants and have hired a sterilization tech that is preparing to attend the College of San Mateo to become a registered dental assistant. The team has been creative in recruiting clinical support staff. They have hired dental assistants or sterilization techs with limited experience, training them on the job and supporting their x-ray license training.

**3. Operations Update:**

- The team is in discussions with Samaritan House and has approached Coastside Hope to see if they would like a donation of the Sonrisas panel truck.

**4. Partnership Update:**

- The Sequoia Healthcare District CEO, Pamela Kurtzman, shared they are considering grants to local dentists to treat HPSM patients, then have their dental home return to the referring organization. Dr. Torrey Rothstein, Dental Director, will be involved in the clinical discussions around the program.
- CEO Fecher had a conversation with Pat Curran from HPSM about the possibility of Sonrisas becoming a subrecipient of an FQHC, which would increase the per visit reimbursement for Medi-Cal fee for service patients. The next steps are to talk to Dave McGrew, CFO of San Mateo Medical Center.

**5. Financial Update:**

- The checking account at Heritage Bank was opened and the team is working on transferring payroll and all EFTs to that account. We plan to fund payroll from Heritage in October.
- On August 12th, Sonrisas' current cash position was \$1,995,000.







**DATE:** September 8, 2022

**TO:** SDH Board of Directors

**FROM:** Cheryl A. Fama, CFO  
Tina Wang, Senior Accountant

**RE:** July FY '23 Unaudited Financials and YTD Performance to Budget

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**JULY PERFORMANCE:**

- A. Revenue:** Net Patient Revenue was **\$211,234**, below the budget by **(\$20k)**
- Total visits were 1031, 83 visits below budget primarily at San Mateo. Staffing issues due to Covid and scheduled July vacations.
  - Total gross revenue was \$440,321 - **(\$48K)** below budget due to fewer visits; of note, FQHC visits were down 104 visits (67%) and HPSM were over 52 visits (12.5%). FQHC visits are paid at a higher rate than HPSM.
  - Total uncompensated care deductions were **(\$229,088)**, 52% of gross revenue.
- B. Total Expenses:** **(\$410,415)** – \$28,141 were better than budget.
- Total Direct Expenses- \$23,090 better than the budget due to fewer visits causing lower use of dental supplies and PPE. Also, supplies were at par levels and purchasing was not necessary.
  - Total Indirect Expenses- \$5,051 better than the budget. The \$10.5k higher than budget consultant expense for the upcoming Paella event was covered by fundraising, personnel, and general costs that were under budget.
- C. Donations/Grants & Other Income:** **\$147,640 - (\$11K)** below the budget
- Grants and Donations included \$68,322 released for services rendered, \$3,037 in individual donations, \$1,102 from the Paella event and \$75,000 in PHCD support.
  - Interest Income was \$177.

**NET INCOME (\$51,540)- (\$3k) below the budget**



#### **YTD PERFORMANCE:**

- Visits down 7.4% is the primary cause of Net Income falling short of target by \$3k. Another factor is adjusting to managing/scheduling the case load referred by two contractual partners- County's FQHC and Health Plan of San Mateo's new Medical-Dental Integration Pilot. Management's control of flexible expenses held short fall to \$3k.
- Transition to Heritage Bank is in process.
- PHCD FY '22 Audit has been launched and will include Sonrisas. PHCD CFO and SDH Senior Accountant are working together to gather required data to electronically send to auditor.
- The written SDH Cash Reserve Policy is still in development. It was agreed by the Board at a prior meeting to consider an amount equivalent to 3 months of average operating costs based on all recurring and predictable expenses to remain fully operational or 6 months if operations were limited to treating dental emergencies and essential administrative functions. The CEO and CFO are seeking advice on requirements vs best advice on whether to include 50% of depreciation expense and reflecting cash that is restricted by grant donors as a short-term liability on the balance sheet. We plan to present at the October Board meeting.

**YTD PERFORMANCE TO BUDGET:** YTD net income is **\$3k** below the budget. The estimated Cash-flow is **\$8k** better than budget. PHCD grant received to date is \$75,000

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Performance</b>
<i>Visits</i>	<i>1031</i>	<i>1114</i>	<i>(83)</i>
Gross Patient Revenue	\$440,321	\$488,773	<i>(-10%)</i>
Uncompensated Care (Deductions)	<i>\$(229,088)</i>	<i>\$(257,687)</i>	11%
Grants/Donations/Other Income	147,640	158,933	<i>(7%)</i>
Direct Cost	<i>\$(256,182)</i>	<i>\$(279,272)</i>	8%
Indirect Cost	<i>\$(154,232)</i>	<i>\$(159,283)</i>	3%
<b>Net Income</b>	<i>\$(51,540)</i>	<i>\$(48,535)</i>	<i>(6%)</i>
<i>Non-cash items adj.</i>			
Depreciation	\$24,007	\$27,319	12%
Capital Expenditure	<i>\$(5,765)</i>	<i>\$(19,865)</i>	71%
<b>Estimated Cash Flow</b>	<i>\$(33,298)</i>	<i>\$(41,081)</i>	19%

Sonrisas Dental Health  
Revenues and Expenditures - Budget vs Actual  
As of July 31, 2022

As of Date: 07/31/2022  
Location: Sonrisas Dental Health  
Restriction: Unrestricted

	Month Ending 07/31/2022			Year To Date 07/31/2022		
	Actual	Budget FY2023	Budget Diff	Actual	Budget FY2023	Budget Diff
Revenue and Expenditures						
Net Program Income						
Patient Revenue						
Patient Services						
Commercial Insurance	10,827.00	14,784.01	(3,957.01)	10,827.00	14,784.01	(3,957.01)
PPO	76,473.64	82,896.75	(6,423.11)	76,473.64	82,896.75	(6,423.11)
Public Dental Insurance	301,270.00	286,375.54	14,894.46	301,270.00	286,375.54	14,894.46
Private Pay	6,881.00	7,918.83	(1,037.83)	6,881.00	7,918.83	(1,037.83)
Affordable Scale	16,980.00	20,121.66	(3,141.66)	16,980.00	20,121.66	(3,141.66)
Farmworker	8,789.00	9,938.29	(1,149.29)	8,789.00	9,938.29	(1,149.29)
FQHC	19,101.00	66,738.59	(47,637.59)	19,101.00	66,738.59	(47,637.59)
Gross Patient Revenue	440,321.64	488,773.67	(48,452.03)	440,321.64	488,773.67	(48,452.03)
Uncompensated Care						
Prior Period Adjustment	1,150.21	(2,000.00)	3,150.21	1,150.21	(2,000.00)	3,150.21
Uncompensated Care - Commercial Insurance	(1,088.00)	(3,395.59)	2,307.59	(1,088.00)	(3,395.59)	2,307.59
Uncompensated Care - PPO	(32,285.00)	(35,627.17)	3,342.17	(32,285.00)	(35,627.17)	3,342.17
Uncompensated Care - Public Dental Insurance	(182,977.50)	(181,546.36)	(1,431.14)	(182,977.50)	(181,546.36)	(1,431.14)
Uncompensated Care - Affordable Scale	(7,390.00)	(8,769.90)	1,379.90	(7,390.00)	(8,769.90)	1,379.90
Uncompensated Care - Farmworker	971.00	(2,535.10)	3,506.10	971.00	(2,535.10)	3,506.10
Uncompensated Care - FQHC	(5,841.00)	(21,812.65)	15,971.65	(5,841.00)	(21,812.65)	15,971.65
Fee Adjustments	(1,627.26)	(2,000.00)	372.74	(1,627.26)	(2,000.00)	372.74
Total Uncompensated Care	(229,087.55)	(257,686.77)	28,599.22	(229,087.55)	(257,686.77)	28,599.22
Net Patient Revenue	211,234.09	231,086.90	(19,852.81)	211,234.09	231,086.90	(19,852.81)
Total Expenses						
Direct Expenses						
Direct Personnel Expense						

Direct Program Salaries	201,106.76	202,913.99	1,807.23	201,106.76	202,913.99	1,807.23
Payroll Taxes	14,651.81	15,522.92	871.11	14,651.81	15,522.92	871.11
Unemployment Taxes	795.76	1,634.42	838.66	795.76	1,634.42	838.66
Benefits	5,677.33	6,400.43	723.10	5,677.33	6,400.43	723.10
401k Match	4,563.31	4,530.06	(33.25)	4,563.31	4,530.06	(33.25)
Worker's Comp	782.37	1,136.00	353.63	782.37	1,136.00	353.63
Continuing Education	0.00	304.00	304.00	0.00	304.00	304.00
License and Registration	1,681.36	1,072.00	(609.36)	1,681.36	1,072.00	(609.36)
Total Direct Personnel Expense	229,258.70	233,513.82	4,255.12	229,258.70	233,513.82	4,255.12
Clinic Expenses						
Sterilization Services	793.80	777.00	(16.80)	793.80	777.00	(16.80)
Shredding	73.00	67.00	(6.00)	73.00	67.00	(6.00)
Dental Specialist-Claims Processing	2,646.05	5,544.29	2,898.24	2,646.05	5,544.29	2,898.24
Dental Supplies	11,929.07	19,187.59	7,258.52	11,929.07	19,187.59	7,258.52
Equipment Maintenance	120.53	1,430.50	1,309.97	120.53	1,430.50	1,309.97
Small Dental Equipment	0.00	79.00	79.00	0.00	79.00	79.00
Dental Equipment Repair	1,901.45	1,785.00	(116.45)	1,901.45	1,785.00	(116.45)
Lab Fees	5,599.13	9,988.86	4,389.73	5,599.13	9,988.86	4,389.73
Uniforms	100.00	50.00	(50.00)	100.00	50.00	(50.00)
PPE& Covid Related	3,761.07	6,849.31	3,088.24	3,761.07	6,849.31	3,088.24
Total Clinic Expenses	26,924.10	45,758.55	18,834.45	26,924.10	45,758.55	18,834.45
Total Direct Expenses	256,182.80	279,272.37	23,089.57	256,182.80	279,272.37	23,089.57
Indirect Expenses						
Indirect Personnel Expenses						
Salaries/Wages	63,674.61	64,151.79	477.18	63,674.61	64,151.79	477.18
Payroll Taxes	4,947.46	4,901.26	(46.20)	4,947.46	4,901.26	(46.20)
Unemployment Taxes	0.00	799.65	799.65	0.00	799.65	799.65
Benefits	588.70	1,356.15	767.45	588.70	1,356.15	767.45
401k Match	1,366.29	2,460.25	1,093.96	1,366.29	2,460.25	1,093.96
Worker's Comp	352.88	0.00	(352.88)	352.88	0.00	(352.88)
Total Indirect Personnel Expenses	70,929.94	73,669.10	2,739.16	70,929.94	73,669.10	2,739.16
Facility Expenses						
Auto Expenses	92.75	92.50	(0.25)	92.75	92.50	(0.25)
Building Maintenance	1,096.37	1,259.00	162.63	1,096.37	1,259.00	162.63
Janitorial Service	2,550.00	2,560.00	10.00	2,550.00	2,560.00	10.00
Rent	3,484.00	3,484.00	0.00	3,484.00	3,484.00	0.00
Phone/Internet	2,225.06	1,535.00	(690.06)	2,225.06	1,535.00	(690.06)

Utilities	3,845.95	4,000.00	154.05	3,845.95	4,000.00	154.05
Total Facility Expenses	13,294.13	12,930.50	(363.63)	13,294.13	12,930.50	(363.63)
Office Expenses						
Claims Processing	525.45	200.00	(325.45)	525.45	200.00	(325.45)
Patient Notification	485.00	485.00	0.00	485.00	485.00	0.00
Office Supplies	1,849.14	1,036.00	(813.14)	1,849.14	1,036.00	(813.14)
Postage and Shipping	376.92	250.00	(126.92)	376.92	250.00	(126.92)
Printing Costs	0.00	100.00	100.00	0.00	100.00	100.00
Property Taxes	90.54	0.00	(90.54)	90.54	0.00	(90.54)
Employee Goodwill	959.80	571.00	(388.80)	959.80	571.00	(388.80)
Recruitment Expense	271.40	300.00	28.60	271.40	300.00	28.60
Total Office Expenses	4,558.25	2,942.00	(1,616.25)	4,558.25	2,942.00	(1,616.25)
Insurance						
Insurance - Auto	375.00	375.00	0.00	375.00	375.00	0.00
Insurance - Malpractice	928.83	929.00	0.17	928.83	929.00	0.17
Insurance - Liability & Property	804.00	804.00	0.00	804.00	804.00	0.00
Insurance - Directors & Officer Liability	498.82	500.00	1.18	498.82	500.00	1.18
Total Insurance	2,606.65	2,608.00	1.35	2,606.65	2,608.00	1.35
Fundraising Department						
Fundraising Expenses	2,056.52	7,687.67	5,631.15	2,056.52	7,687.67	5,631.15
Fundraising Consulting	20,629.50	10,100.00	(10,529.50)	20,629.50	10,100.00	(10,529.50)
Total Fundraising Department	22,686.02	17,787.67	(4,898.35)	22,686.02	17,787.67	(4,898.35)
Professional Fees						
Consultant - General	0.00	1,666.00	1,666.00	0.00	1,666.00	1,666.00
Consultant - Professional Fees	2,600.00	2,650.00	50.00	2,600.00	2,650.00	50.00
Total Professional Fees	2,600.00	4,316.00	1,716.00	2,600.00	4,316.00	1,716.00
General						
Depreciation Expense	24,006.87	27,319.16	3,312.29	24,006.87	27,319.16	3,312.29
Marketing Expense	0.00	32.00	32.00	0.00	32.00	32.00
Meeting & Travel Expenses	45.98	1,530.00	1,484.02	45.98	1,530.00	1,484.02
Fees and Interest	1,726.92	1,958.00	231.08	1,726.92	1,958.00	231.08
Merchant Processing	0.00	0.00	0.00	0.00	0.00	0.00
Outreach Supplies	441.53	0.00	(441.53)	441.53	0.00	(441.53)
Total General	26,221.30	30,839.16	4,617.86	26,221.30	30,839.16	4,617.86
Computer expense						
Computer Support	4,422.60	4,659.75	237.15	4,422.60	4,659.75	237.15
Software Support	6,913.20	9,531.00	2,617.80	6,913.20	9,531.00	2,617.80

Total Computer expense	11,335.80	14,190.75	2,854.95	11,335.80	14,190.75	2,854.95
Total Indirect Expenses	154,232.09	159,283.18	5,051.09	154,232.09	159,283.18	5,051.09
Total Total Expenses	410,414.89	438,555.55	28,140.66	410,414.89	438,555.55	28,140.66
Total Net Program Income	(199,180.80)	(207,468.65)	8,287.85	(199,180.80)	(207,468.65)	8,287.85
Grants and Other Income						
Grants and Donations						
Fundraiser	3,037.33	5,000.00	(1,962.67)	3,037.33	5,000.00	(1,962.67)
Donations	1,102.90	5,000.00	(3,897.10)	1,102.90	5,000.00	(3,897.10)
Grants	68,322.64	73,749.00	(5,426.36)	68,322.64	73,749.00	(5,426.36)
PHCD Grants	75,000.00	75,000.00	0.00	75,000.00	75,000.00	0.00
Total Grants and Donations	147,462.87	158,749.00	(11,286.13)	147,462.87	158,749.00	(11,286.13)
Other Income						
Interest Income	177.22	180.00	(2.78)	177.22	180.00	(2.78)
Dividends	0.00	4.00	(4.00)	0.00	4.00	(4.00)
Total Other Income	177.22	184.00	(6.78)	177.22	184.00	(6.78)
Total Grants and Other Income	147,640.09	158,933.00	(11,292.91)	147,640.09	158,933.00	(11,292.91)
Net income	(51,540.71)	(48,535.65)	(3,005.06)	(51,540.71)	(48,535.65)	(3,005.06)

# **Sonrisas Dental Health** **Balance Sheet**

As of Date:

07/31/2022

Location:

Sonrisas Dental Health

Year To Date

07/31/2022

Current Year Balance

## **Assets**

### Current Assets

#### Cash and Cash Equivalents

11205 - Operating - Boston Private Checking 893,213.21

11211 - Boston Private-CD 1 200,701.12

11213 - Boston Private-CD 3 501,481.46

11600 - Petty Cash 198.84

Total Cash and Cash Equivalents 1,595,594.63

Accounts Receivable, Net 750,026.27

Other Current Assets 38,366.66

Total Current Assets 2,383,987.56

### Long-term Assets

#### Property & Equipment

17000 - Fixed Asset Clearing 5,763.94

17300 - Improvements 1,188,253.68

17400 - Equipment 1,314,060.51

17500 - Furniture/Fixtures 129,460.29

17600 - Vehicle 111,934.08

17999 - Accum Depreciation (1,754,799.78)

Total Property & Equipment 994,672.72

Other Long-term Assets 16,297.00

Total Long-term Assets 1,010,969.72

### Investments

#### Long Term Investments

11410 - Investment Acct. - Merrill Lynch 45,474.36

Total Long Term Investments 45,474.36

Total Investments 45,474.36

## **Total Assets**

**3,440,431.64**

## **Liabilities and Net Assets**

### Liabilities

#### Short-term Liabilities

##### Accounts Payable

21110 - Accounts Payable 95,517.32

23100 - Patient Prepayments 32,947.24

23200 - Patient Refunds Payable 6,750.25

Total Accounts Payable 135,214.81

##### Accrued Liabilities

22210 - Accrued Payroll 143,300.05

22220 - Accrued PTO 102,396.72

22250 - Accrued 401k Funds Payable 23,554.98



22260 - Accrued HSA Fund Payable	(1,235.82)
22320 - FSA Employee Account	3,129.48
Total Accrued Liabilities	271,145.41
Withholding Tax Payable	
22230 - Accrued Payroll Taxes	53,557.61
Total Withholding Tax Payable	53,557.61
Total Short-term Liabilities	459,917.83
Long Term Liabilities	
Notes Payable - Long Term	
28000 - PPP Loan	402,210.00
28001 - Estimated PPP Loan Forgiveness	(402,210.00)
Total Long Term Notes Payable	0.00
Other Long-term Liabilities	6,973.70
Total Long Term Liabilities	6,973.70
Other Liabilities	44,458.88
Total Liabilities	511,350.41
Net Assets	2,931,727.28
<b>Total Liabilities and Net Assets</b>	<b>3,443,077.69</b>

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## Visits by Center

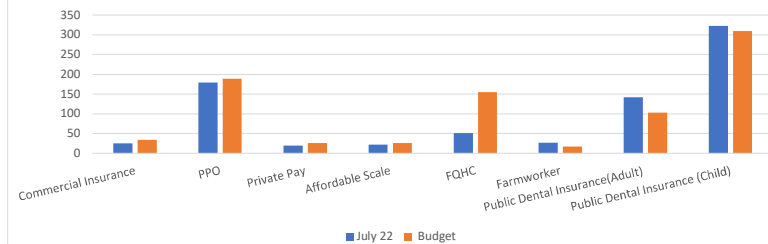
	Jul 22	Budget	Variance
San Mateo Visits	789	861	(72)
Coastside Visits	242	253	(11)
<b>Total Visits</b>	<b>1031</b>	<b>1114</b>	<b>(83)</b>

## Visits by Payer -San Mateo

	July 22	Budget	Variance
Commercial Insurance	25	34	(9)
PPO	179	189	(10)
Private Pay	20	26	(6)
Affordable Scale	22	26	(4)
FQHC	51	155	(104)
Farmworker	27	17	10
Public Dental Insurance(Adult)	142	103	39
Public Dental Insurance (Child)	323	310	13
<b>Total Visits</b>	<b>789</b>	<b>860</b>	<b>(71)</b>

## Visits by Payer -Coastside

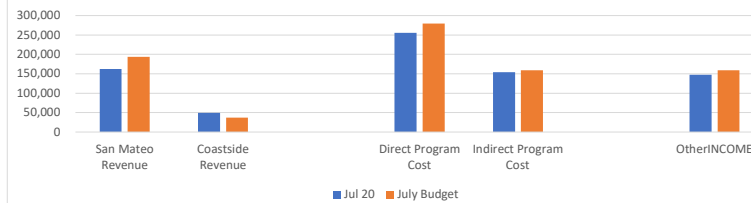
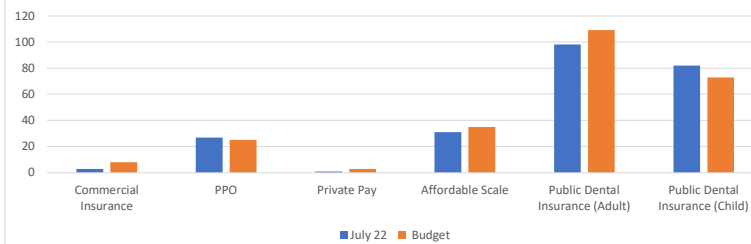
	July 22	Budget	Variance
Commercial Insurance	3	8	(5)
PPO	27	25	2
Private Pay	1	3	(2)
Affordable Scale	31	35	(4)
Public Dental Insurance (Adult)	98	109	(11)
Public Dental Insurance (Child)	82	73	9
<b>Total Visits</b>	<b>242</b>	<b>253</b>	<b>(11)</b>

San Mateo Visit Volume Vs. Budget  
07/31/2022

## Sonrisas Dental Health Operations

	Jul 22	July Budget	B(W)
San Mateo Revenue	162,100	194,054	(31,953)
Coastside Revenue	49,134	37,033	12,101
<b>Total Net Revenue</b>	<b>211,234</b>	<b>231,087</b>	<b>(19,853)</b>
<b>Direct Program Cost</b>	<b>256,183</b>	<b>279,272</b>	<b>23,089</b>
<b>Indirect Program Cost</b>	<b>154,232</b>	<b>159,283</b>	<b>5,051</b>
<b>Total Cost</b>	<b>410,415</b>	<b>438,555</b>	<b>28,140</b>
<b>TOTAL</b>	<b>(199,181)</b>	<b>(207,468)</b>	<b>8,287</b>
<b>Dividend/Other Income</b>	<b>177</b>	<b>184</b>	<b>(7)</b>
<b>Donations Received</b>	<b>72,463</b>	<b>83,749</b>	<b>(11,286)</b>
<b>Grant from PHCD</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>
<b>OTHER INCOME</b>	<b>147,640</b>	<b>158,933</b>	<b>(11,293)</b>
<b>NET INCOME</b>	<b>(51,541)</b>	<b>(48,535)</b>	<b>(3,006)</b>

July Performance Vs. Budget

Coastside Visit Volume Vs. Budget  
07/31/2022

Avg. Income (Loss) per Visit		
	YTD	
Net Revenue per Visit	\$	204.88
Direct Cost per Visit	\$	(248.48)
Indirect	\$	(84.93)
Net Income per Visit	\$	(128.52)

True Income (Loss) per Visit by Payer		
Payer	Avg. YTD	
Farmworker	\$	177.63
Commercial Insurance	\$	82.05
PPO	\$	(51.26)
Public Dental Insurance	\$	(207.22)
Private Pay	\$	236.53
Affordable Scale	\$	48.46

Sonrisas Dental Health Operations FY22 VS. FY21			
	Jul-22	July 21	Variance B(W)
<b>Visits</b>	<b>1031</b>	<b>1179</b>	<b>(148)</b>
<b>San Mateo Revenue</b>	162,100	146,167	15,933
<b>Coastside Revenue</b>	49,134	55,195	(6,061)
<b>Total Net Revenue</b>	211,234	201,357	9,877
<b>Direct Program Cost</b>	256,183	250,563	(5,620)
<b>Indirect Program Cost</b>	154,232	121,699	(32,533)
<b>Total Cost</b>	410,415	372,262	(38,153)
<b>TOTAL</b>	<b>(199,181)</b>	<b>(170,905)</b>	<b>(31,619)</b>
<b>Dividend/Other Income</b>	177	67,000	(66,823)
<b>Donations Received</b>	72,463	223,149	(150,686)
<b>Grant from PHCD</b>	75,000	75,000	0
<b>OTHER INCOME</b>	147,640	365,149	(217,509)
<b>NET INCOME</b>	<b>(51,541)</b>	<b>194,244</b>	<b>(249,128)</b>





**DATE:** September 9, 2022  
**TO:** SDH Board of Directors  
**FROM:** Bonnie Jue, DDS  
**RE:** **Community Engagement Director Report – September 2022**

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The new school year has officially started and Sonrisas Dental Health’s Community Program’s “dance card” for both school screenings and on-site older adult services is almost full for the fall! Building on existing relationships and forging new ones, Sonrisas’ outreach has grown this year both on the Coast and throughout the Peninsula. While we finalize our school screening schedule, which will start with Alvin S. Hatch Elementary School in a couple of weeks, our team has been busy all summer with the Senior/Older Adult Dental Program. Brenda Barrientos (Community Programs Dental Hygienist), Irma Ochoa (Community Outreach Care Coordinator), Eric Lin (Community Programs Intern), Dr. Laurie Jue, and I gain new insight at each event in which we provide oral health assessments, take dental x-rays, perform periodontal deep cleanings, and provide personalized health coaching for older adults. Upcoming events this month include dental screenings and education at Self Help for the Elderly (San Mateo), Coastside Hope (Half Moon Bay), and Fair Oaks Activity Center (Redwood City).

In addition to these chairside services, we continue to provide oral health education presentations (both in-person and virtual) in English, Spanish, and Cantonese/Mandarin for community partners, including:

- 1) Self Help for the Elderly - San Mateo and Millbrae
- 2) In-Home Supportive Services (IHSS) - San Mateo County Health Dept. – caregivers of older adults
- 3) Rotary Club of Half Moon Bay
- 4) Puente de la Costa Sur Health Fair (Pescadero)
- 5) San Bruno Wellness Fair (San Bruno Library)
- 6) San Mateo Public Library – families and literacy tutors
- 7) Veterans Redwood City Senior Center (Active Aging Week)
- 8) Sequoia Health and Wellness Center (New Parent Support Group)
- 9) Comprehensive Perinatal Services Program (CPSP) Roundtable - San Mateo County Health Dept.
- 10) Babies & You Perinatal Series - San Mateo County HR, Employee Wellness
- 11) United Through Education - Familias Unidas Workshops focused on teaching parents how to help and support their children achieve academic success

We are so grateful to be able to collaborate with these dedicated organizations and individuals who have proven to be outstanding oral health advocates that help Sonrisas provide impactful services in our community!



