

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Primary Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	<b>Clinic Services</b>
	Policy Number	<b>01-02</b>
	Effective Date	<b>01-31-13</b>
	Revision Date	<b>DRAFT</b> <b>REVISION</b> <b>03-06-18</b>
Title: <b>Sacramento County Health Center Co-Applicant Board - Authority</b>		Functional Area: <b>Organization</b>
Approved By: Sandy Damiano, Interim Project Director		

**Policy:**

Sacramento County Clinic Services adheres to the Health Services and Resource Administration (HRSA) requirement to establish and maintain a governing board composed of consumers and community members with specific responsibility for guidance and oversight of the program. As a public entity grantee, specific responsibilities are delineated for the Co-Applicant Board and the County Board of Supervisors.

**Procedures:**

**A. Authorities**

1. Board authorities are codified in the Co-Applicant Board Bylaws and Co-Applicant Board Agreement.
2. The Health Resources & Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services, is the federal oversight entity of federally qualified health centers (FQHC). The County Health Center is a 330 public entity grantee. The "HRSA Health Center Program Compliance Manual" is a resource that assists Health Center in understanding and demonstrating program requirements.

**B. Meetings and Notices**

1. The County Health Center Project Director convenes the Co-Applicant Board monthly according to the referenced Bylaws. The Planner arranges for advance notice of any special Co-Applicant Board meetings. Agendas for the special board meetings are posted in the same manner as regularly scheduled meetings.
2. A designated Program Planner provides staff support including agendas, materials, and minutes.
3. The Planner follows the Brown Act rules for posting agendas. Agendas will be posted at the Sacramento County Health Center and the Health Center webpage. The Planner also sends meeting reminders, and materials (when needed in advance) to Board members.
4. The Planner completes minutes which are reviewed and approved by the Project Planner. Minutes shall be completed and posted within 10 days of the meeting.
5. A binder of agendas and minutes for the current calendar year will be available at each meeting for members or guests to use as reference.

**C. Program Planner Responsibilities (for Board Member Support)**

1. Will offer an orientation meeting with each new member. Information reviewed will include the following:
  - a. Sacramento County Health Center Overview, Mission & Values
  - b. Health Center services & teaching program
  - c. HRSA Compliance & Requirements
  - d. Co-Applicant Board Bylaws, Agreement
  - e. Strategic Plan
  - f. Budget and organizational chart
  - g. Board member roster including representation
2. Will inform each member about materials available on the website:
  - a. Meeting calendar
  - b. Roster of members
  - c. Bylaws
  - d. Meeting agendas, minutes, and meeting materials
3. Will contact members who miss a meeting and provide updates. If more than two meetings are missed, will discuss attendance with the member.
4. Will review and recommend retention strategies if unable to obtain a quorum for more than two meetings.

**D. Co-Applicant Board Members**

1. HRSA requires that 51% of the Co-Applicant Board members are patients of the Health Center and have received services within the approved scope within the the prior 24 month period.
2. Member recruitment will be discussed at Board and Management meetings. The Planner will work on strategies to attract and retain consumer members that meet HRSA qualifications.
3. Former members are also welcome within the restrictions noted in the bylaws.

**E. Responsibilities & Activities**

1. The Co-Applicant Board Bylaws outline the Board's responsibilities.
2. The Planner will create a planning calendar of required activities and target dates to ensure the Board can meet their responsibilities. The calendar will be a working document reviewed periodically by the Board and is subject to modification based on need and input.
3. The Planner and/or Project Director will ensure the Board reviews data, progress reports, applications, needs assessments, or other data to assess Health Center functioning and/or needs.

**References:**

Clinic Services P&P 01-04 Co-Applicant Board Member Recruitment & Retention  
Co-Applicant Board Bylaws  
Co-Applicant Board Agreement  
HRSA Compliance Manual

**Attachments:**

N/A

**Contact:**

Kari Lockwood, LMFT, Program Planner

**Co-Applicant Board Approval Date:**