

APPROVED
BOARD OF SUPERVISORS

COUNTY OF SACRAMENTO
CALIFORNIA

By Resolution # 2014-0017, 0018
JAN 14 2014
Cyril Lee
Clerk of the Board

For the Agenda of:
January 14, 2014

To: Board of Supervisors

From: Department of Health and Human Services

Subject: Establish The Healthcare For The Homeless Co-Applicant Board And Approve Their Bylaws

Supervisorial District(s): All

Contact: Sherri Z. Heller, Director, Health and Human Services, 875-2002
Sandy Damiano, Deputy Director, Primary Health Services, 876-7179

Overview

The Department requests recognition of the Healthcare for the Homeless Advisory Board as a Co-Applicant Board with certain duties and responsibilities required by United States Health Resources and Services Administration (HRSA). This action will allow the Department to remain in compliance with HRSA requirements, which have changed during this current funding cycle.

Recommendation

1. Approve the attached resolution establishing a Sacramento County Health Care for the Homeless Co-Applicant Board and adopt the attached bylaws.
2. Approve the attached resolution appointing the initial membership to the Sacramento County Health Care for the Homeless Co-Applicant Board.

Measures/Evaluation

The above actions will assist the Department with the provision of health care services to homeless Sacramento community members, meeting the strategic objective of keeping residents healthy and free from preventable disease.

Fiscal Impact

Without this advisory body having official standing, the Department will fall out of compliance with HRSA requirements, which will jeopardize the Department's Federal Section 330 grantee status, which includes a cash grant award, and permits Federal reimbursement for certain services.

BACKGROUND

In 1987 Sacramento County participated in a Federal project demonstration that later became a Federal grant from the United States Health Resources and Services Administration (HRSA) to provide health care services to homeless individuals in the designated service area. This grant

falls under the Public Health Services Act Section 330 42 U.S.C s 254b. The benefits of the grant include a cash award, and designation as a Federally Qualified Health Center (FQHC). On June 18, 2013, by Resolution #2013-0423, the Board again authorized the revenue agreement with HRSA for the Healthcare for the Homeless program.

Section 330(h) provides program requirements for grantees serving homeless individuals as their target population. Specifically, HRSA regulations require the Program be overseen by an independent advisory board (a "Co-Applicant Board") and that this Co-Applicant Board include members of the populations served by the Program (unless waived by HRSA) and members of the community. This community-based Board must provide specific duties in collaboration with the County such as evaluate services, approve grant applications and budgets, and establish services and hours of operation.

The Healthcare for the Homeless program currently provides medical and enabling services to homeless individuals. Physician services are offered 20-30 hours per week in Friendship Park, at the Mercy Clinic Loaves and Fishes clinic on North C Street. Services are provided to individuals without an appointment and, along with medical treatment patients, individuals are provided assistance to apply for public programs or obtain services at their assigned provider. Registered Nurses and Public Health Nurses visit Sacramento missions, shelters, hotels, and transitional housing units to provide assessment, triage treatment and linkage services. Health education, independent living skills, and other enabling services are also provided at these sites.

In November 2013, HRSA issued a Notice of Award, renewing grant funds in the amount of \$993,216 for the current program year (November 1, 2013 – October 31, 2014). Included in this Grant Award was the condition that Sacramento County achieves the governance requirements by having the County Board of Supervisors appoint a Co-Applicant community board. This formal acknowledgment of the joint relationship between the public entity and the advisory/governance body confirms for HRSA that Sacramento County understands and supports the importance of community and member involvement in homeless service provision.

Since the inception of the homeless program in 1987, the County has created and sustained a community advisory board, the Health Care for the Homeless Advisory Board (HCHAB), to fulfill these program governance requirements. This less formal arrangement met HRSA requirements for governance until this year. The HCHAB as currently constituted meets virtually all of HRSA's revised requirements and does continue to meet all of the material program requirements. The attached bylaws for the Co-Applicant Board have been updated and with Board approval ensures that this Co-Applicant Board meets all of HRSA's requirements.

In order for the County to keep the funding for the current program year and preserve its Section 330 grantee status, a Co-Applicant Board must be established. The current constituency of the HCHAB, having fulfilled this role since the program's inception and their bylaws having already met virtually all of HRSA's requirements, makes them the best candidates for the new Healthcare for the Homeless Co-Applicant Board.

DISCUSSION

The attached resolutions will establish the Health Care for the Homeless Co-Applicant Board as a formal County board subject to the Ralph M. Brown Act and establish the initial membership.

Members will be subject to the County's rules on conflict of interest, and membership is unpaid. This action will satisfy HRSA's revised requirement.

Article 4 of the Co-Applicant Board bylaws explicitly states that: "The Sacramento County Board of Supervisors shall maintain the sole authority to set policy on fiscal and personnel matters pertaining to County programs." In addition, the Board of Supervisors will retain the ability to remove members of the Co-Applicant Board, if necessary, for cause (by majority vote) or without cause (by four-fifths vote). The Co-Applicant Board will have authority for general program policies and quality control procedures that are written into the grant each year by County staff and submitted for approval to HRSA. This Co-Applicant Board has no authority beyond the scope of the HRSA funded Healthcare for the Homeless program grant.

Although the Co-Applicant Board may amend its bylaws, any such changes must be consistent with HRSA requirements and this resolution.

If Federal grant funding for the Program ends, the Co-Applicant Board will be dissolved, unless the Board of Supervisors decides otherwise. The Board of Supervisors also retains the power to terminate the Co-Applicant Board at any time, although doing so may jeopardize the program's funding by putting the program out of compliance with HRSA regulations. The proposed resolutions and updated bylaws have been approved by the Program's current community advisory board.

County Counsel and HRSA have reviewed and approved the bylaws as to form.

MEASURES/EVALUATION

The above actions will assist the Department with the provision of health care services to homeless Sacramento community members, helping to meet the County strategic objective of keeping residents healthy and free from preventable disease.

FINANCIAL ANALYSIS

Establishment of a Co-Applicant Health Care for the Homeless Board will permit the County to retain HRSA funding in the amount of \$993,216 for the current program year (November 1, 2013 – October 31, 2014), and maintain its Section 330 grantee designation. Establishing this board will also permit the County to seek similar funding in future years under current grant rules.

Establish The Healthcare For The Homeless Co-Applicant Board And Approve Their Bylaws
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Respectfully submitted,

APPROVED:
BRADLEY J. HUDSON
County Executive

SHERRI HELLER, Director
Department of Health and Human Services

By: _____
NAVDEEP S. GILL,
Assistant County Executive

Attachments:

Resolution 1

Resolution 2

Sacramento County Health Care for the Homeless Co-Applicant Board Bylaws

RESOLUTION NO. 2014-0017

**ESTABLISH THE HEALTHCARE FOR THE HOMELESS CO-APPLICANT BOARD
AND APPROVE THEIR BYLAWS**

WHEREAS, Sacramento County has provided healthcare to homeless Sacramento County residents since 1987 utilizing funding from United States Health Resources and Services Administration (HRSA) granted under Public Health Services Act Section 330 42 U.S.C s 254b.; and

WHEREAS, HRSA is now requiring all County Section 330 grantees to have a "Co-Applicant" board; and

WHEREAS, the attached bylaws for an established Co-Applicant board will meet the current HRSA requirements.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the County of Sacramento hereby establishes the Health Care for the Homeless Co-Applicant Board and accepts their bylaws as attached. This board shall serve as an advisory body to the Board of Supervisors on matters relating to the delivery of health care services to homeless individuals in Sacramento County.

On a motion by Supervisor Nottoli, seconded by Supervisor Serna, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 14th day of January, 2014, by the following vote, to wit:

- AYES: Supervisors, MacGlashan, Nottoli, Peters, Serna, Yee
- NOES: Supervisors, None
- ABSENT: Supervisors, None
- ABSTAIN: Supervisors, None



James R. Yee

Chair of the Board of Supervisors
of Sacramento County, California

ATTEST:

Cyndi Lee
Clerk, Board of Supervisors

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chair of the Board of Supervisors, County of Sacramento on 1-14-14

By *Renae White*
Deputy Clerk, Board of Supervisors

FILED
BOARD OF SUPERVISORS

JAN 14 2014

By *Cyndi Lee*
Clerk of the Board

APPOINTMENT OF MEMBERS TO THE HEALTHCARE FOR THE HOMELESS CO-APPLICANT BOARD

BE IT RESOLVED AND ORDERED that Board of Supervisors appoints the current constituency of the Healthcare for the Homeless Advisory Board to the Sacramento County Healthcare for the Homeless Co-Applicant Board as follows:

<u>Category</u>	<u>Number of Votes</u>	<u>Members</u>
Homeless or formerly homeless	4	Mike Blain Andrew Davis Paula Lomazzi Ronald Smith
Community member: other	6	Latisha Daniels Sister Libby Fernandez Rebecca Hahn Robert Kesserling Maria Respall Shavindar Sanga

On a motion by Supervisor Nottoli, seconded by Supervisor Serna, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 14th day of January, 2014, by the following vote, to wit:

AYES: Supervisors, MacGlashan, Nottoli, Peters, Serna, Yee

NOES: Supervisors, None

ABSENT: Supervisors, None

ABSTAIN: Supervisors, None



Janomae Rhee
Chair of the Board of Supervisors
of Sacramento County, California

ATTEST: Cyndi Lee
Clerk, Board of Supervisors

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chair of the Board of Supervisors, County of Sacramento on 1-14-14

By Renee White
Deputy Clerk, Board of Supervisors

FILED
BOARD OF SUPERVISORS

JAN 14 2014

By Cyndi Lee
Clerk of the Board

**SACRAMENTO COUNTY HEALTH CARE FOR THE HOMELESS (HCH)
CO-APPLICANT BOARD BYLAWS**

Definitions:

Shortened Names in () will be used throughout the body of the document.

- a) Sacramento County Health Care for the Homeless (HCH) Co-Applicant Board (**Co-Applicant Board**)
- b) Sacramento County Department of Health and Human Services (**County**)
- c) Sacramento County Section 330 Health Care for the Homeless Program (**Program**)
- d) United States Department of Health and Human Services Health Resources and Service Administration (**HRSA**)
- e) Public Health Service Act Section 330 (**Section 330**)
- f) Sacramento County Department of Health and Human Services (**DHHS**)

Article 1: Name

This body shall be known as the “Sacramento County Co-Applicant Board.”

Article 2: Purpose

The Sacramento County Department of Health and Human Services (DHHS) has applied for and received a grant from the United States Department of Health and Human Services Health Resources and Services Administration (HRSA) pursuant to Sections 330(h) (Section 330) of the Public Health Service Act to support the planning for and delivery of services to medically underserved populations, specifically the homeless. These grant funds support the County’s Health Care for the Homeless (HCH) Program (Program).

The Co-Applicant Board is a consumer and community-oriented Co-Applicant Board whose role is, under regulations applicable to these grants from HRSA, to provide guidance and oversight of the Program funded by this grant. As outlined in these Bylaws and in the County of Sacramento resolution creating the Co-Applicant Board, the Co-Applicant Board shall set priorities for the Program, assist and advise the Program in promoting its goals, provide input and feedback to generally advise the development, implementation, and evaluation of the Program, and act as the governing Co-Applicant Board of the Program (in coordination with the Sacramento County Board of Supervisors).

Article 3: Responsibilities

The Co-Applicant Board has specific responsibilities to meet the HRSA governance expectations. The Co-Applicant Board shall generally set the priorities for the Program and govern those aspects of the Program funded by grant monies from HRSA. At the same time, Sacramento County is a public entity and is the public entity recipient of the Section 330 federal grant. Per HRSA requirements, the County Board of Supervisors retains authority over all fiscal and personnel policies. Day-to-day leadership and management of the Program resides with staff under the direction of the County. The Co-Applicant Board responsibilities include setting the priorities of the Program as outlined by this Section, including providing advice, leadership, and guidance in support of the Program’s mission.

Subject to the limitations of Article 4, the Co-Applicant Board responsibilities shall include the following:

1. Hold monthly meetings unless there is an active waiver. If there is an active waiver for monthly meetings, the Co-Applicant Board shall meet at least quarterly or as needed to complete the responsibilities noted in these Bylaws. Complete and disseminate minutes of all meetings.
2. Review and approve the annual Section 330 grant application, budget, and project plan, and any applications for subsequent grants under Section 330.
3. Approve the selection/dismissal and performance of the Program Director of the Program.
4. Select services to be provided by the Program and the Program hours of operation.
5. Establish general policies for the Program including Quality of Care audit procedures
6. Establish and maintain collaborative relationships with other health care providers in the service area
7. At least annually, measure, evaluate the Program's progress in meeting its annual and long term programmatic and financial goals
8. At least annually and in conjunction with County, develop and approve a strategic plan based on:
 - a. An assessment of health care needs of the community served by the Program,
 - b. The scope and capacity of other health care providers in the community serving the program target population,
 - c. The resources available to the Program; and
 - d. Any policy changes that may be required to comply with such strategic plan.
9. At least annually, develop, review, or audit plans for long range viability of the Program that considers:
 - a. Program's strategic plan
 - b. Customer satisfaction surveys and utilization data
 - c. Program Quality of Care audit findings Review of assets and overall performance using utilization and financial reports including the annual Uniform Data Submission (UDS)
 - d. Review of the mission and Bylaws
 - e. Review general policies governing the Program
 - f. Review and officially approve the annual audit report
10. At least annually, evaluate its own operations for efficiency, effectiveness, and compliance with all HRSA Section 330 requirements.

Article 4: Limitations of Authority

The Sacramento County Board of Supervisors shall maintain the sole authority to set policy on fiscal and personnel matters pertaining to County programs (including the Program and its facilities and clinics), including but not limited to:

1. Personnel policies and procedures, including selection and dismissal procedures, salary and benefit scales, employee grievance procedures, and equal employment opportunity practices; and
2. Management and control systems that are in accordance with sound financial management procedures, including: the provision for an audit on an annual basis to determine, at a minimum, the fiscal integrity of financial transactions and reports and compliance with the terms and conditions of FQHC designation; approval of the annual center budget; establishment of systems for eligibility determination, billing and collection, including partial payment schedules; making other reasonable efforts to collect for costs in providing health services to persons eligible for Federal, State, or local public assistance; and, long range financial planning.

The Co-Applicant Board may not adopt any policy or practice, or take any action, which is inconsistent with or which alters the scope of any policy set by the County Board of Supervisors or its designated county department on fiscal or personnel issues or which asserts control over any non-Section 330 grant funds provided by the County to the Program. The Co-Applicant Board may not adopt any policy or practice, or take any action, which is inconsistent with County regulations or policies.

Article 5: Members

Section A - Member Qualifications

1. There shall be ten (10) voting members of the Co-Applicant Board. The voting membership of the Co-Applicant Board shall consist of Consumer Members and Community Members, as outlined by this Section:
 - a. Consumer Members – (4) of the voting members of the Co-Applicant Board shall be individuals who are, have been, or will be served by the Program (the “Consumer Members”). The Consumer Members shall be representative of the geographical areas served by the Program and, as a group, shall represent the Program’s user population in terms of demographic factors such as ethnicity, location of residence, race, gender, age, and economic status.
 - b. Community Members - The remaining (6) voting members of the Co-Applicant Board (the “Community Members”) shall have a commitment to the populations that utilize the Program and the special needs of those populations, and they shall possess expertise in community affairs, local government, finance and banking, legal affairs, trade unions, community service agencies, and/or other commercial or industrial concerns. No more than 3 of these Community Members may derive more than ten percent (10%) of their annual income from the health care industry.
 - c. Modification to Consumer and Community Membership Numbers - To the extent that HRSA authorizes a waiver relating to the composition of the voting members of the Co-Applicant Board, the number and composition of the voting members of

the Co-Applicant Board may be changed via these Bylaws to the extent any such change is authorized by such waiver.

2. All voting members of the Co-Applicant Board shall be residents of Sacramento County. No voting member of the Co-Applicant Board shall be an employee of or an immediate family member of an employee of the Program, with "immediate family member" referring to being a parent, spouse, domestic partner, sibling, or child (biological, adopted, step-, or half-); however, a member of the Co-Applicant Board may be an employee of the County of Sacramento. No members shall have a personal financial interest, which would constitute a conflict of interest.

Section B - Responsibilities and Rights of Members

1. All voting members of the Co-Applicant Board must attend all Co-Applicant Board meetings.
2. Voting members shall be entitled to receive agendas, minutes, and all other materials related to the Co-Applicant Board, may vote at meetings of the Co-Applicant Board, and may hold office and may Chair Co-Applicant Board committees.

Section C - Non-Voting Ex Officio Members

The Director of the Program shall be a County employee and shall be a non-voting, ex officio member of the Co-Applicant Board. In addition, the Sacramento County Board of Supervisors may designate additional non-voting ex officio members of the Co-Applicant Board.

Article 6: Nominations, Applications, & Selection of Voting Members

Nominees for voting membership on the Co-Applicant Board can be submitted by anyone so long as the nominee meets the membership requirements of these Bylaws. Nominations shall be given to the **Clerk of the Board** or to the Chair for review and their recommendations will be presented to the Board of Supervisors for approval.

In addition, the Co-Applicant Board shall work with the Secretary to ensure that public notice is provided regarding (1) mid-term vacancies and (2) upcoming selection of members for terms, which are expiring. The public notice must be posted at least in the same locations as the notice of regular meetings posted pursuant to Article 12, Section C.2 of these Bylaws, and the Co-Applicant Board has discretion to post notice in additional locations. Such notice must be given sufficiently in advance to permit members of the public to submit an application before the selection process outlined in this Article.

If requested by the Chair, Co-Chair, Secretary, or any of their designees, a nominee must provide information sufficient to confirm they meet membership requirements of these Bylaws. A person who is not nominated but applies for a voting seat on the Co-Applicant Board must submit a completed application on an application form adopted by the Co-Applicant Board.

A list of nominees and other applicants shall be presented to the Co-Applicant Board at a meeting between two and four months in advance of the expiration of terms for voting membership positions which are up for selection. A nominee may decline nomination. Each proposed new or returning member who is nominated or who applies shall be separately selected by a majority vote of these members present and voting at the meeting designated for such selections. A nominee or applicant who is so selected for voting membership shall begin his or her new term immediately upon the end of the term of the prior holder of the seat for which the selection was held. The initial Co-Applicant Board will be comprised of existing Health Care for the Homeless Advisory Committee members per Board of Supervisors approved Resolution.

Article 7: Term of Office

The term of each Co-Applicant Board member shall be four (4) years. Any vacancies in or removals from the Co-Applicant Board membership shall occur pursuant to these Bylaws. There is no limit on the number of terms a member of the Co-Applicant Board may serve.

Article 8: Vacancies

The Co-Applicant Board shall have the ability to appoint members to fill vacancies to complete a term, following the procedures outlined in Article 6. Anyone selected to fill a vacancy shall fill the remainder of the term.

Article 9: Removal

Any member of the Co-Applicant Board may be removed whenever the best interests of the County or the Co-Applicant Board will be served by the removal. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal and a reasonable opportunity to appear and be heard at a meeting of the Co-Applicant Board. A member may be removed pursuant to this Article by a vote of two-thirds (2/3) of the total number of members then serving on the Co-Applicant Board. The Sacramento County Board of Supervisors may remove members of the Co-Applicant Board if necessary for cause (by majority vote) or without cause (by four-fifths vote).

Continuous and frequent absences from the Co-Applicant Board meetings, without reasonable excuse, shall be among the causes for removal. In the event that any member is, absent without acceptable excuse from three (3) consecutive Co-Applicant Board meetings or from four (4) meetings within a period of six (6) months, the Co-Applicant Board shall automatically consider the removal of such person from the Co-Applicant Board in accordance with the procedures outlined in this Article.

Article 10: Conflict of Interest

Voting members of the Co-Applicant Board are subject to the same conflict of interest rules and reporting requirements, which are applicable to Sacramento County Boards, commissions, and advisory committees and are consistent with local State and Federal requirements.

Article 11: Compensation

Except for any employees of the County of Sacramento who serve on the Co-Applicant Board pursuant to these Bylaws, members of the Co-Applicant Board are to be volunteers in relation to

their work for the Co-Applicant Board and shall not receive compensation for their participation on the Co-Applicant Board. No member of the Co-Applicant Board shall be deemed an employee of the County of Sacramento by virtue of their work on the Co-Applicant Board. Employees of the County of Sacramento who serve as members of the Co-Applicant Board may receive their normal salary and benefits for time spent working on the Co-Applicant Board.

Article 12: Meetings

Section A - Regular Meetings

Co-Applicant Board shall meet monthly (or quarterly if there is a HRSA approved waiver) at a location provided by or arranged by the County of Sacramento.

All meetings of the Co-Applicant Board, including, without limitation, regular, special, and adjourned meetings, shall be called, publicly noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code), as amended. Minutes of each meeting shall be kept.

Section B - Conduct of the Chair

The Chair shall conduct the meeting in an orderly manner as deemed appropriate. If the Co-Applicant Board disagrees with how meetings are conducted, it may by majority vote of the total current members of the Co-Applicant Board adopt a policy regarding how meetings shall be conducted.

Section C - Notice, Agenda, and Supportive Materials

1. Written notice of each regular meeting of the Co-Applicant Board, specifying the time, place, and agenda items, shall be sent to each member not less than four (4) days before the meeting. Preparation of the Agenda shall be the responsibility of the Chair in conjunction with the Program Director.
2. The agenda of each meeting shall be posted in a public notice area in accordance with the Brown Act and not less than seventy-two (72) hours prior to the meeting except as permitted by the Brown Act.
3. Supportive materials for policy decisions to be voted upon shall be distributed to all members along with the meeting notice. If, on a rare occasion, such prior submission is precluded by time pressures, and if the urgency of a Co-Applicant Board vote is established by the Chair of the Co-Applicant Board, an item may be placed on the agenda although supporting materials are not available in time to be distributed; however, such material shall be available at the meeting.
4. Items which qualify as an emergency, pursuant to the Brown Act, can be added to the agenda at the meeting by a two-thirds (2/3) vote of the members present at the hearing.

Section D - Special Meetings

To hold a special meeting, advance notice of such meeting shall be given as required by law.

Section E - Format of Meetings

The make-up of membership should dictate the format by which meetings are conducted.

Section F - Quorum and Voting Requirements

1. A quorum is necessary to conduct business and make recommendations. A quorum shall be constituted by the presence (either physical presence or participation by telephone, videoconference, or other similar electronic means as permitted by the Brown Act) of a majority of the members of the Co-Applicant Board then in existence.
2. A majority vote of those Co-Applicant Board members present is required to take any action.
3. Each member shall be entitled to one vote. Only members who are present (as defined in Subsection F.1, above) are permitted to vote; no proxy votes will be accepted.
4. Attendance at all meetings shall be recorded on a sign-in sheet. Members are responsible for signing the attendance sheet, except that the Secretary shall sign in any members attending via electronic means. The names of members attending shall be recorded in the official minutes.
5. The Program Director shall have direct administrative responsibility for the operation of the Program and shall attend all meetings of the Co-Applicant Board but shall not be entitled to vote.

Article 13: Officers

The Officers of the Co-Applicant Board shall be the Chair, the Vice-Chair, and the Secretary. The Chair and Vice-Chair of the Co-Applicant Board shall be chosen from among the voting members of the Co-Applicant Board. The Program Director shall be the Secretary of the Co-Applicant Board.

Section A - Nomination & Election

Anyone may nominate from the Co-Applicant Board membership candidates for Chair and Vice-Chair. Nominations shall be given to the Secretary. A list of nominees for Chair and Vice-Chair shall be presented to the Co-Applicant Board in advance of its scheduled meeting. A nominee may decline nomination. The Chair and Vice-Chair shall be elected annually by a majority vote of these members present and voting as the first order of business at the scheduled meetings of the Co-Applicant Board.

Section B - Term of Office

The Chair and Vice-Chair shall be elected for a term of one (1) year or, if applicable, for any portion of an unexpired term thereof, and shall be eligible for reelection for a maximum of three (3) additional terms. A term of office for an officer shall start January 1 and shall terminate December 31 of the year for which they are elected, or they shall serve until a successor is elected.

Section C - Vacancies

Vacancies created during the term of an officer of the Co-Applicant Board shall be filled for the remaining portion of the term by special election by the Co-Applicant Board at a regular meeting in accordance with this Article.

Section D - Responsibilities

The officers shall have such powers and shall perform such duties as from time to time shall be specified in these Bylaws or other directives of the Co-Applicant Board.

1. Chair - The Chair shall preside over meetings of the Co-Applicant Board and shall perform the other specific duties prescribed by these Bylaws or that may from time to time be prescribed by the Co-Applicant Board.
2. Vice-Chair - The Vice-Chair shall perform the duties of the Chair in the latter's absence and shall provide additional duties that may from time to time be prescribed by the Co-Applicant Board.
3. Secretary - The Secretary or the Secretary's designee shall take minutes of the meetings, submit those minutes to the Co-Applicant Board in advance of the following meeting for approval of the Co-Applicant Board, ensure that notice of meetings is given as required by these Bylaws, and ensure that space is reserved for meetings of the Co-Applicant Board.

Article 14: Executive Committee

Section A – Meetings

The Executive Committee shall meet, whether in person or via other electronic means, on an as needed basis and at such time and place as it may designate and shall keep a record of all its proceedings and actions.

Special meetings of the Executive Committee may be called on one (1) days' notice by the Chair or by two (2) members of the Executive Committee.

Section B - Membership

The Executive Committee shall consist of the Chair, Vice-Chair, and one (1) member of the Board elected as a member-at-large. Consumer members shall be strongly encouraged to serve on the Executive Committee.

Section 3 - Election

The member-at large shall be elected annually by a majority vote of the Board members present and voting as the second order of business at the October or November meeting of the Board in conjunction with the election occurring pursuant to Article 13.

Section 4 - Powers

The Executive Committee shall prepare and see that an agenda is distributed prior to each regular meeting; shall coordinate the activities of all committees; and shall perform such other duties as prescribed by the Board.

Section 5 - Voting

The Executive Committee shall act by majority vote, but a meeting requires all three (3) members of the Executive Committee to be participating.

Section 6 - Vacancies

Vacancies on the Executive Committee shall be filled by special election at a regular meeting of the Board in accordance with this Article.

Article 15: Committees

The Co-Applicant Board may designate one or more committees as the Co-Applicant Board sees as appropriate to address specific issues or duties as they arise. Any such committee is limited to a membership of fewer than half the members of the Co-Applicant Board. Committees may also consist of additional persons from the community chosen for their knowledge and concern about a specific issue or field or endeavor who are not members of the Co-Applicant Board.

The designation of such committees and the delegation thereto of authority shall not operate to relieve the Co-Applicant Board of its responsibility. Committees shall not have power to bind the Co-Applicant Board, and the Co-Applicant Board must approve any recommendations of a committee.

Committees shall operate pursuant to the Brown Act and shall not attempt to poll a majority of the members of the Co-Applicant Board about actions or recommendations. Formal Co-Applicant Board actions on items recommended by the Committee must occur at Co-Applicant Board meetings pursuant to the proper notice required for such action.

Article 16: Amendments

These Bylaws may be amended at any meeting of the Co-Applicant Board at which a quorum is present upon agreement by two-thirds (2/3) of those present and voting. At least fourteen (14) days written notice must be given to each member of the Co-Applicant Board of the intention to alter, amend, or adopt new Bylaws at such meetings, and such notice must include the text of the proposed alteration, amendment, or substitution. Bylaw changes, which the Co-Applicant Board approves and which are inconsistent with or in opposition to established Sacramento County policies and procedures are not effective unless approved by the Sacramento County Co-Applicant Board of Supervisors. These Bylaws must always remain consistent with the Resolution, which created the Co-Applicant Board, and any change to the Bylaws, which is inconsistent with that Resolution, is invalid.

Article 17: Program Termination

The Co-Applicant Board shall remain in existence for as long as required to remain eligible for receipt of funding from the United States Government under Section 330 or any successor law that requires the existence of the Co-Applicant Board. In the event the Program is terminated or is no longer funded by HRSA, the Co-Applicant Board shall cease to operate unless the Sacramento County Board of Supervisors takes action to continue the Co-Applicant Board's existence.

Notwithstanding the foregoing, the Sacramento County Board of Supervisors may terminate the Co-Applicant Board at any time. However, any such termination may affect Section 330 funding.

Original Bylaws: October 2007

Revision History: December 2013