

	County of Sacramento Department of Health Services Division of Primary Health Policy and Procedure	Policy Issuer (Unit/Program)	Clinic Services
		Policy Number	01-04
		Effective Date	07-10-14
		Revision Date	05-22-20
Title: Co-Applicant Board Member Recruitment & Retention		Functional Area: Organization	
Approved By: Sharon Hutchins, HRSA Project Director			

Policy:

Sacramento County Clinic Services adheres to the Health Services and Resource Administration (HRSA) requirement for Co-Applicant Board member composition and structure through on-going recruitment and retention efforts.

Procedure:

A. Composition

1. Board member characteristics are mandated by HRSA and are included in the Co-Applicant Board bylaws.

B. Selection and Approval

1. Prospective Board members are identified through self-referral, current Board members, health center staff, and community partners.
2. When referred, prospective members meet with the Health Program Manager to ensure membership requirements are met.
3. Prospective members complete an Application for Appointment to the Co-Applicant Board.
4. Applications are presented to the Co-Applicant Board by the Health Program Manager/Governance Sub-Committee for review and discussion.
5. The Co-Applicant Board approves the prospective member for nomination.
6. The Clerk of the Board of Supervisors submits nominees for ratification by the Sacramento County Board of Supervisors.

C. Responsibilities

1. Co-Applicant Board:
 - a. Identifies potential members for recruitment and provides information at Board meetings.
 - b. Determines potential contacts for the identified recruitment, including strategies for identifying patients who may be interested in serving as patient members and shares this information with the Health Program Manager.
2. Health Program Manager
 - a. Includes recruitment and retention as an agenda item at Co-Applicant Board meetings and solicits Co-Applicant Board members for nominees.
 - b. Meets regularly with Health Center staff to solicit recruitment of potential Co-Applicant Board members.

- c. Submits approved nominee applications to the Clerk of the Board of Supervisors for appointment to the Co-Applicant Board.

References:

[Clinic Services P&P 01-02 Co-Applicant Board Authority](#)

[Co-Applicant Board Bylaws](#)

[Co-Applicant Board Agreement](#)

[HRSA Compliance Manual](#)

Attachments:

N/A

Contact:

Sharon Hutchins, Ph.D., MPH, Health Program Manager

Co-Applicant Board Approval Date: 05/22/20