

 <p style="text-align: center;">County of Sacramento Department of Health and Human Services Division of Primary Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	Clinic Services
	Policy Number	01-02
	Effective Date	01-31-13
	Revision Date	09/12/16
Title: Sacramento County Health Center Co-Applicant Board - Authority		Functional Area: Organization
Approved By: Marcia Jo, JD, MPA, Health Program Manager		

Policy

Sacramento County Primary Health conforms to the Health Services and Resource Administration (HRSA) requirement to have a consumer and community-oriented Co-Applicant Board whose role is to provide guidance and oversight of the Program funded by HRSA.

Procedures

A. Meetings and Notices

1. Designated County Health Center Homeless Program Manager will convene the Co-Applicant Board per the attached Bylaws.
2. Designated support staff will provide minutes and administrative support.
3. Brown Act rules for posting agendas will be followed. Agendas will be posted at the following locations:
 - a. Mercy Clinic Loaves and Fishes (MCLF)
 - b. Loaves and Fishes Friendship park posting boards
 - c. Union Gospel Mission
 - d. Sacramento County Health Center Medical Home
4. Minutes will be approved by Health Program Manager and posted by Administrative Secretary within 10 days of the meeting.
5. A binder of all agendas and minutes will be available at each meeting for members and guests to use as reference.

B. Member Support

1. Each new member will have an orientation meeting with the Homeless Program Manager and review a binder that contains:
 - a. Homeless Program background, including history, intent, and function
 - b. Mission and bylaws
 - c. Current strategic plan
 - d. HRSA board requirements
 - e. Current narrative, budget, and organizational chart
 - f. Board member roster including constituency
2. Available on the website:
 - a. Annual calendar
 - b. Roster of members
 - c. Bylaws
 - d. Meeting agendas, minutes, and meeting materials
3. Consumer members who miss a meeting will be contacted and updated by the Homeless Program Manager.

4. If more than two meetings occur without a quorum, the Homeless Program Manager and Health Program Manager will meet to review retention strategies.

C. Consumer members

1. HRSA requires that 51% are patients of County Health Center Medical Home and have received services within the approved scope, in the prior 24 months.
2. Consumer recruitment will be discussed at Board meetings, with new strategies attempted to attract and retain consumer members that meet HRSA qualifications.
3. Former consumers are also welcome within the restrictions noted in the bylaws.

D. Activities and Reports

1. Committees: Co-Applicant Board committees are formed as needed to research topics, complete assessments, evaluate homeless program staff, and undertake other projects as necessary.
2. Evaluations: The Co-Applicant Board evaluates the Program Director /Coordinator every two years.
3. Reports: Co-Applicant Board will review the following reports at least annually:
 - a. Numbers of patients and homeless individuals serviced by the program compared to prior years.
 - b. Results of the annual needs assessments.
 - c. HRSA progress reports or grants applications.

References:

N/A

Attachments:

N/A

Contact:

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