

**Sacramento County Department of Health Services
Health Center Co-Applicant Board (CAB)**

CAB Requirements and Organizational Structure

Category	Requirement	Legal Authority	Status	Responsible Party(ies)
Procedures	Hold monthly board meetings	Bylaws, HRSA	On track	Chair, HRSA Project Dir.
	Maintain record of all official actions	Bylaws	On track	HRSA Project Director
	Ensure new board members are oriented and trained regarding the duties and responsibilities of being a board member	Bylaws	On track	HRSA Project Director
	Address education and training needs of existing CAB members	Bylaws	On track	HRSA Project Director
	Review and approve applications for CAB membership; relay request to ratify approved candidates to the County Board of Supervisors	Bylaws, NACHC	Bylaws	
	Hold annual elections of officers	Bylaws	Bylaws	
	Ensure a quorum exists before any voting takes place	By laws	On track	HRSA Project Director
FQHC Guidance	Approve HRSA applications related to the Health Center, including grants/designation application and other HRSA requests regarding scope of project	Bylaws, NACHC, HRSA	On track	HRSA Project Director
	Identify, consult about, and elect services beyond those required by law to be provided, as well as the location, mode of delivery of those services and the hours of operation	Bylaws, HRSA	On track	
	Engage in long-term strategic planning, which would include regular updating of the Health Center's mission, goals, and plans, as appropriate	Bylaws, NACHC, HRSA	On track	
	Oversees design, implementation, analysis and report on health needs in the service area	HRSA, NACHC		
	Evaluate overall performance of health center	HRSA		

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HRSA Compliance Oversight	Ensure compliance with federal, state, and local laws and regulations, including California Brown Act, HRSA	Bylaws, NACHC, HRSA	On track	HRSA Project Director
	Ensure compliance with membership requirements	Bylaws	On track	HRSA Project Director
	Hold final authority on all areas assigned to the Health Center's HRSA scope of project, including services and supports provided through HRSA grant funds, program income, and all appropriated funds	Bylaws, NACHC		
	Delegate credentialing and privileging of providers to the Medical Director as referenced in the Performance Improvement Policy and Procedure 01-01	Bylaws	On track	Medical Director
	Adopt bylaws			
	Approve the selection, performance evaluation, retention, and dismissal of the Health Center's Project Director	Bylaws, HRSA	On track	
Fiscal Oversight	Approve annual Health Center budget	Bylaws, NACHC, HRSA		
	Approve Sliding Fee Discount Policy	Bylaws, NACHC, HRSA		
	Approve Schedule of Fees	NACHC, HRSA		
	Officially accept the annual audit report and management letter performed by an independent auditor in accordance with federal audit requirements	Bylaws, NACHC		
Operational Oversight	Periodically evaluate the effectiveness of the Health Center in making services accessible to County residents, particularly those experiencing homelessness	Bylaws, NACHC		

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	Develop and implement a procedure for hearing and resolving patient grievances	Bylaws, NACHC, HRSA		
	Adopt policies necessary and proper for the efficient and effective operation of the Health Center	Bylaws, NACHC, HRSA		
Quality Improvement Oversight	Develop and monitor annual Quality Improvement Plan	NACHC, HRSA		
	Approve quality of care protocols and audits	Bylaws, HRSA		

*NACHC = National Association of Community Health Centers