

 <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	01-04
	Effective Date	07-10-14
	Revision Date	09-12-16
Title: Co-Applicant Board Member Recruitment, Retention, and Development		Functional Area: Organization
Approved By: Nancy Gilberti, Division Manager		

Policy:

Sacramento County Health Center Co-Applicant Board meets Health Resources and Services Administration (HRSA) requirements and successfully fulfills mandated functions by careful recruitment, retention, and development efforts.

Procedure:

- A. Board Member Selection
 - 1. Board member characteristics are mandated by HRSA and are included in the Co-Applicant Board bylaws.
 - 2. Recruitment, retention, and development efforts are ongoing.
- B. Board Member Recruitment
 - 1. New members are recruited based on HRSA requirements and existing Board member qualifications and characteristics.
 - 2. Co-applicant Board members determine potential contacts for the identified recruitment, including strategies for identifying patients who may be interested in serving as consumer members.
 - 3. Designated Homeless Program Manager interviews each applicant and confirms required characteristics.
- C. Board Member Orientation
 - 1. Once appointed by the Board of Supervisors, the designated Homeless Program Manager orients the new member to the program, and to HRSA requirements.
 - 2. If appropriate, assign a “mentor” board member to work with the new board member through the first three to six months.
- D. Board Evaluation
 - 1. In January of each year, the Co-Applicant Board conducts an evaluation of their processes and accomplishments to guide their Co-Applicant Board annual training schedule.
 - 2. Evaluation will include success or challenges in these areas:
 - a. Meeting HRSA responsibilities and requirements
 - b. Attendance and participation by members
 - c. Need for committee work
 - d. Process in meetings (i.e. keeping to agenda, tracking and accomplishing tasks)
 - e. Member recognition efforts
- E. Board Training
 - 1. Regional and national training opportunities may be available to members.

References:

PP 01-02 Sacramento County Health Center Co-Applicant Board Authority

Attachments:

N/A

Contact:

Nancy Gilberti, Division Manager