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|  <p style="text-align: center;">County of Sacramento Department of Health 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 | DRAFT REVISION 03-20-18 |
| Title: Co-Applicant Board Member Recruitment & Retention | | Functional Area: Organization |
| Approved By: Sandy Damiano, Interim 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 Program Planner to ensure membership requirements are met.
3. Prospective members complete an Application for Appointment to Sacramento County Boards, Commissions, and Committees.
4. Applications are presented to the Board by the Program Planner for review and discussion.
5. The Board approves the prospective member for nomination.
6. The Clerk of the Board of Supervisors submits nominees for ratification.

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 Program Planner.
2. Program Planner:
 - a. Includes recruitment and retention as an agenda item at Co-Applicant Board meetings and solicits Board members for nominees.
 - b. Meets regularly with Health Center staff to solicit recruitment of potential 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:

Kari Lockwood, LMFT, Program Planner

Co-Applicant Board Approval Date: