

Bylaws for the San Bernardino County Health Center Governing Board

Article I – Name

The name of the board shall be the San Bernardino County Health Center Governing Board, herein known as the “CHCGB”. CHCGB is organized under the San Bernardino County Board of Supervisors (“Board of Supervisors”) and governed by the San Bernardino County Charter and County Code.

Article II – Purpose and Objectives

The purpose of the CHCGB is to act in conjunction with the Board of Supervisors as the governing board of those health care clinics operated by the County of San Bernardino Department of Public Health (Public Health) which are designated as Federally Qualified Health Centers pursuant to 42 U.S.C §1395x (aa) (3) and/or 42 U.S.C §1396(e) (2) (B) (“San Bernardino County FQHCs”).

Article III – Membership

Section I – Member

- A. The CHCGB shall consist of at least nine and not more than 17 voting members. The Chief Executive Officer and Chief Financial Officer or designee of the San Bernardino County FQHCs shall attend all meetings of the CHCGB as *ex officio* members.
- B. The members shall be composed of two categories of members:
 - 1. At least 51% of the members shall be Consumers of Primary Care at a County FQHC (“Consumer Members”);
 - 2. The remaining members shall be from differing segments of the community at large (“Non-Consumer Members”).
- C. All members are appointed by the Board of Supervisors in accordance with the following requirements:
 - 1. In making all Consumer Member appointments, the Board of Supervisors will assure that such members, as a group, are representative of the user population of the San Bernardino County FQHCs in term of factors such as ethnicity, geography, race, gender, age and economic status.
 - 2. The Non-Consumer member group shall include members possessing

expertise in the medical field, mental health services, the faith-based community, community affairs, finance and banking, legal affairs, trade unions, or other commercial and industrial concerns, and who has provided leadership in the community. In addition, a Transitional Assistance Department (TAD) District Manager shall represent San Bernardino County Human Services Administration.

3. No more than 50% of Non-Consumer members can earn ten percent (10%) of their annual income from the healthcare industry.

D. All Consumer members must be residents of San Bernardino County. No member of the CHCGB shall be an employee of the San Bernardino County Department of Public Health or an immediate family member of an employee of the San Bernardino County Department of Public Health.

Section II – Responsibilities and Rights of Members

A. All members must:

1. Attend a minimum of ten (10) face to face and/or electronic meetings annually with the allowance of two (2) excused absences; the ten (10) required meetings are to consist of six (6) or more face to face and four (4) electronic meetings; special reasons preventing a member from attending, including emergency situations, will be considered by the CHCGB.
2. Members who have 3 unexcused absences in one calendar year or fail to meet the responsibility of the membership, will receive communication as follows: a) 1st absence: member will receive a registered letter plus an email; b) 2nd absence: member will receive a registered letter plus an email; c) 3rd absence: member will receive a registered letter and this will be considered an automatic resignation from the CHCGB. Member will be required to respond to each communication within 15 calendar days. Non-response will require the active members to make a motion and vote to remove member from the board. This should align with Section IV: Vacancies.
2. Serve without compensation. Travel and meal expenses shall be allowable in accordance with the reimbursement policies of the County of San Bernardino.
3. Be subject to the County's Conflict of Interest Code, Code of Ethics, background check process, and any other rules applicable to the members of Boards and Commissions in the State of California and San Bernardino County.

B. Only members who are in good standing, meaning they comply with the meeting attendance and participation requirements, shall be entitled to receive agendas, minutes, and other material related to the CHCGB, may vote at meetings of the CHCGB, may hold office and may serve as the chairperson of a CHCGB committee. Candidates, who have been approved by the Council Development

Committee, have passed a background check, and are awaiting approval by the Board of Supervisors will be given temporary voting privileges.

Section III – Terms

Members of the CHCGB shall serve two-year terms and may not serve for more than four (4) consecutive terms.

Section IV – Vacancies

Removal of a member may be recommended by the CHCGB and declared by the Board of Supervisors when a voting member has an unexcused absence from three (3) meetings in a one calendar year period, or when a member fails to meet responsibilities of membership, as specified in Section II, for a three (3) month period, unless the Executive Committee excuses such absences or failure is based on extenuating circumstances.

- A. A member may resign at any time provided the resignation shall be in writing and filed with the Clerk of the Board of Supervisors.
- B. All vacancies and appointments shall be filled utilizing the following process:

Upon vacancy of a Board Member, however created, the Council Development Committee shall seek community assistance in identifying persons interested and qualified for the vacant position, including contacting local civic, religious and community organizations, as appropriate. At a minimum, they shall follow provisions within the Maddy Act (Govt. Code §54970 et seq.) by posting notices of the vacancy at the San Bernardino County Clerk of the Board of Supervisors and FQHCs as well as take such other steps as deemed proper. After review of the possible candidates, the Council Development Committee shall make recommendations of candidates for open positions to the full CHCGB, and forward application(s) to the Board of Supervisors for approval. The CHCGB shall assure that the composition of the CHCGB, as set forth in Article III, Section I, is maintained.

Article IV – Meetings

Section I – Quorum and Voting Requirements

- A. A quorum is necessary to conduct business and make recommendations. A quorum shall be constituted by the presence of a simple majority (51%) of the active membership.
- B. Any candidate the Council Development Committee brings forward for recommendation for appointment to the CHCGB will be given temporary voting privileges, after passing a background check, while waiting for the co-applicant County Board of Supervisors to approve the applicant for full appointment.

Temporary voting privileges shall include formation of quorum, participation in discussions and voting on motions. The candidate shall not have any privileges to make a motion or participate in any CHCGB committees.

- C. A majority vote of those present is required to take any action, with the exception of the specific voting requirements described in Article IX.
- D. Voting must be in open forum and cannot be by secret ballot. In some instances, email vote may be allowed, if approved by the CHCGB.
- E. Each member shall be entitled to one vote. Voting must be made by the member in person, or via email; no proxy votes are allowed.
- F. Attendance at all meetings is recorded on a sign-in sheet. The names of the members attending are recorded in the official minutes. Members are responsible for signing the attendance sheet. For members attending virtually, their names will be recorded in the official minutes via roll call.
- G. The Chief Executive Officer and Chief Financial Officer, or designee, of the San Bernardino County FQHCs shall attend all meetings of the CHCGB but shall not be entitled to a vote.

Section II – Regular Meetings

The CHCGB shall meet a minimum of monthly. The schedule of meetings and locations shall be set at the first meeting of the calendar year.

Section III – Conduct of Meeting

The meeting shall be conducted in accordance with the Parliamentary Procedure adopted by the CHCGB. Standing and subcommittee as well as ad hoc committees do not need to follow strict parliamentary procedure and may simply discuss items, but any action must be taken by a motion.

Section IV – Open and Public Meetings

All meetings of the CHCGB and all standing committees that have continuing subject matter jurisdiction shall be conducted in accordance with the Ralph M. Brown Act, if required.

Section V – Notice Agenda and Supportive Materials

- A. Written notice of each regular meeting of the CHCGB, specifying the time, place, and agenda items, shall be sent to each member not less than seven (7) calendar days before the meeting.

- B. The agenda shall be posted in a public notice area that is open to the public twenty-four (24) hours a day, not less than seventy-two (72) hours prior to the meeting.
- C. Supporting materials for the policy decisions to be voted upon shall be mailed with the meeting notice. If, on a rare occasion, such prior submission is precluded by time pressures, and if the urgency of a CHCGB vote is established by the Chairperson, an item may be placed on the agenda although supporting materials are not available in time to be mailed; however, such material shall be available at the meeting.
- D. Items which qualify as an urgency item in accordance with the Ralph M. Brown Act, can be added to the agenda at the meeting by two-thirds (2/3) vote.

Article V – Limitations of Authority

The Board of Supervisors shall maintain the authority to set general policy of fiscal and personnel matters at the San Bernardino County FQHCs, including those matters in County Code, policies related to fiscal management practices, labor relations and conditions of employment. The CHCGB may not adopt any policy or practice, or take any action, which is inconsistent with the County Code or which alters the scope of any policy set by the Board of Supervisors on fiscal and personnel issues. (Policy Information Notice 98-23)

Article VI – Duties of the CHCGB

Section I

Subject to the limitations imposed in Article V, the duties of the CHCGB shall be as follows:

- A. As further described in Article IX approve the selection and dismissal of the Chief Executive Officer of the San Bernardino County FQHCs, subject to ratification by the Board of Supervisors, if necessary;
- B. Approve policies identifying the services to be delivered at the FQHC locations and the hours which services are to be provided, except in instances conflicting with provisions in Article V;
- C. Develop and approve, within appropriation available for such purpose, the budget for County FQHC operations and forward the budget to the Board of Supervisors for approval. Any changes made by the Board of Supervisors will be returned to the CHCGB for final approval. Such budget shall be initially prepared by the Chief Financial Officer, or designee;
- D. Develop financial priorities and strategies for major resource utilization, subject to

approval by the Board of Supervisors;

- E. Evaluate, at least annually, the effectiveness of the County FQHCs. Such evaluations shall include but not be limited to, utilization patterns, productivity, strategic planning, patient satisfaction, and achievement of program objectives;
- F. Review all audit results;
- G. Develop and approve a strategic plan and conduct long-term planning;
- H. Approve all grant applications and submit to the Board of Supervisors for acceptance and submission;
- I. Approve and implement a procedure for hearing and resolving patient grievances;
- J. Approve quality of care audit procedures;
- K. Assure the FQHC's are operating in compliance with Federal, State and local laws and regulations;
- L. Periodically report to the Board of Supervisors regarding the County FQHCs' utilization, productivity, patient satisfaction and achievement of project objectives;
- M. Approve such other policies as are necessary and proper for the efficient and effective operation of the health centers; and,
- N. Evaluate the performance of the Chief Executive Officer annually.

Section II – Provider Credentialing

The CHCGB delegates its authority to the Chief Executive Officer of San Bernardino County FQHCs to determine if a licensed or certified health care practitioner meets credentialing requirements based on approved policies and procedures, except in instances conflicting with provisions in Article V. The Chief Executive Officer shall review policies and procedures annually to ensure compliance with Health Resources and Services Administration Primary Care regulations.

Article VII – Officers

Section I-- Designation

There shall be a Chairperson, Vice Chairperson, Treasurer and Secretary of the CHCGB. All officers shall be elected from the voting membership of the CHCGB. A County employee who is not a member of the CHCGB shall prepare meeting minutes and agenda for approval by the Secretary.

Section II – Powers and Officers

A. Chairperson

1. Shall preside at all meetings of the CHCGB.
2. Shall plan and carry out the agenda for each monthly meeting.
3. Shall facilitate the purposes of the CHCGB by having such powers and duties as may be prescribed from time to time by majority vote of the membership.
4. May delegate a reasonable portion of his or her duties to the Vice Chairperson.
5. Shall follow Robert's Rules of Order to ensure that meetings are fair, efficient, democratic and orderly.

B. Vice Chairperson

1. Shall assist the Chairperson in his or her duties as needed.
2. Shall perform the duties of the Chairperson in the event of his or her absence, resignation, or inability to perform his or her duties, until such time as the Chairperson returns or a new chairperson assumes office under the provisions in these Bylaws.

C. Secretary

1. Shall sign agendas and meeting minutes, and submit to committee for approval.
2. Shall send out new member welcoming packets.
3. Shall tally results for the election of Officers.

D. Treasurer

1. Shall report financial status at monthly meetings when appropriate.
2. Shall act as Chair of the Finance Committee.

Section III – Nominations and Elections

A. Nominations

1. At the regular January meeting the Chairperson shall designate three (3) CHCGB members as the Nominating Committee to nominate the proposed candidates for the Chairperson, Vice Chairperson, Secretary, and Treasurer positions. In the event of a catastrophic event, the elections will be postponed

and the new officers will be serve 12 months or more to return the cycle to March. Not to exceed 18 months.

2. The Nominating Committee shall contact proposed candidates to determine their willingness to run for office, and nominate additional candidates if necessary to complete a ballot of nominees for each office.
3. The Nominating Committee shall transmit its nominations to each member of the CHCGB not less than seven (7) calendar days prior to the February meeting. Nominations may be made from the floor at the February meeting.
4. The Nominating Committee may not nominate any of its members for any office, although they may be nominated from the floor.

B. Elections

1. Elections of officers shall typically be held at the February meeting. An officer is elected by receiving a simple majority vote (51%) of those members present and in good standing. If no candidate for an office obtains fifty one percent (51%) of the vote, a run-off between the two candidates with the most votes shall be held immediately following the vote. If only one candidate is nominated, and fails to receive a simple majority vote (51%), nominations shall be reopened to allow for additional candidates. Once all nominations are received, voting shall resume in conformity with the process indicated above. Members with temporary voting privileges can vote for officers but cannot make nominations or be nominated.
2. The Secretary shall prepare and count the votes. Once the votes have been counted, the Secretary shall declare that an election has occurred or that no election has occurred at which time voting will resume as indicated in Subsection 1 above.
3. In the event that elections cannot be held as scheduled due to catastrophic events beyond the reasonable control of the CHCGB (including riots, wars, sabotage, acts of terrorism, civil disturbances, insurrection, explosion, pandemics, quarantines, acts of God, acts of government or governmental restraint, and natural disasters), elections shall be held at a regularly scheduled Board meeting as soon as practicable. Officers elected after the month of March, shall serve a minimum of twelve months, but not more than an 18-month period.

Section IV – Term

The term of each office shall be one (1) year, commencing in March of each year.

Section V – Resignation

Any officer may resign by a filing written resignation with the Executive Committee.

Section VI – Vacancies

Upon a vacancy in the office of Chairperson, Vice Chairperson, Secretary, and/or Treasurer, nominations shall be accepted at the meeting in which the vacancy is announced. The vote on such nominees shall be taken at the next monthly meeting and the election shall proceed as under Section III. If the office of the Chairperson is vacated after the tenth month of any term, then the Vice Chairperson shall assume office for the remaining months of the term. In this event, at the meeting at which the vacancy is announced, nominations shall be received for the position of Vice Chair. The vote on such nominees shall take place at the next monthly meeting.

Article VIII – Committees

Section I – Composition of Committees

Standing committees except for the Executive Committee shall consist of no less than (3) members. The committee members will be determined by a majority vote of the CHCGB during the meeting held in April following the election of officers, or as needed upon the vacancy of a member. Candidates with temporary voting privileges shall not serve on a committee until they serve their first year.

Section II – Standing Committees

A. Executive Committee

Shall consist of the Chairperson, Vice Chairperson, Treasurer, and Secretary of the CHCGB. The Chief Executive Officer shall be an ex officio non-voting member of the Executive Committee. The Chairperson of the CHCGB shall facilitate meetings of the Executive Committee.

1. The purpose of the Executive Committee shall include:
 - a. Advising and assisting the membership in attaining the purpose and objectives set forth in Article VI of these Bylaws;
 - b. Authority to act on behalf of the CHCGB on all matters deemed by the Executive Committee to require action prior to the next regularly scheduled CHCGB meeting; and
 - c. Other governance matters.
2. Actions of the Executive Committee acting on behalf of the CHCGB shall be ratified by a majority of the CHCGB at the next regularly scheduled meeting.

B. Finance Committee

1. The purpose of the Finance Committee shall include:
 - a. Assisting with the preparation and review of the annual budget;
 - b. Development, in conjunction with the FQHCs' professional staff, monthly reports regarding financial status of the CHCGB(s), including expenditure and revenue status;
 - c. Determine major resources use and allocation strategies and priorities.

C. Council Development Committee

1. The purpose of the Council Development Committee shall include:
 - a. Development and implementation of ongoing recruitment and screening of applicants, using an open nomination process approved by the CHCGB;
 - b. Recommendation of candidates for appointment to the CHCGB and the Board of Supervisors, both annually as terms end, and throughout the year, whenever a vacancy occurs;
 - c. Orientation, training and mentoring of CHCGB members;
 - d. One member of the Council Development Committee will serve as a mentor for new members. The job duties of the mentor are described in Appendix B.
 - e. Monitoring of member participation, including attendance at CHCGB and committee meetings.

D. Outreach and Patient Education Committee

1. The purpose of the Outreach and Patient Education Committee shall include:
 - a. Promoting consumer education about services available through the FQHCs;
 - b. Providing recommendations to the CHCGB for achieving equitable delivery of high quality, culturally competent services to all patients;
 - c. Improving outreach and services to underserved populations;
 - d. Fostering awareness of the mission and goals of the CHCGB in the communities; and

- e. Reviewing annual patient satisfaction surveys and preparing a report for the CHCGB to review and provide input to improve patient services.

E. Credentialing and Privileging Committee

1. The purpose of the Credentialing and Privileging Committee shall include:
 - a. An overview of the credentialing process and to ensure all service providers affiliated with Federally Qualified Health Centers are qualified to provide care consistent with Federal Tort Claims Act (FTCA) standards for credentialing and privileging.
 - b. The initial granting of privileges to Licensed Independent Practitioners (LIPs), Other Licensed Certified Practitioners (OLCPs), and other health professionals is performed by the Federally Qualified Health Center with final approval authority by the CHCGB which may review recommendations from either the CMO, Clinical Director, or a joint recommendation of the medical staff, including the Health Officer (or designee).
 - c. The standard for Licensed Independent Practitioners (LIPs), Other Licensed Certified Practitioners (OLCPs), and other health professionals for recredentialing is every two years.

Section III – Task Forces and Committees

- A. Any member may suggest the creation of a committee or task force when it appears necessary, and such committee or task force may be established upon majority vote of the CHCGB.
- B. Standing committees shall be defined as on-going committees and task forces shall be defined as time-limited (*ad hoc*) committees with designated purposes.
- C. Committee and Taskforce Chairpersons shall be elected by the committee or taskforce members.
- D. Any committee or task force may be disbanded upon an affirmative majority vote to do so by the CHCGB.
- E. Committee meetings shall be called by the Chairperson of the committee, or the Chairperson of the CHCGB.
- F. A representative of the Community Health Center Governing Board will attend the Health Center's Quality Improvement/Quality Assurance Committee.

Article IX – Selection and Dismissal of Chief Executive Officer

The CHCGB shall approve the selection and dismissal of the Chief Executive Officer for the FQHCs, in accordance with the following provisions:

- A. The Chief Executive Officer may only be dismissed for cause. Notice must be provided to the Chief Executive Officer prior to dismissal. Such notice must indicate the basis for the proposed dismissal and provide the Chief Executive Officer the opportunity to respond to the allegations forming the basis of the proposed dismissal and a time period to correct any deficiencies.
- B. An action by the CHCGB to terminate the Chief Executive Officer must occur at a regularly scheduled meeting of the CHCGB and upon a vote of two-thirds (2/3) of the voting CHCGB members.
- C. In the event of a vacancy in the Chief Executive Officer position, the Chief Operations Officer shall serve as the Chief Executive Officer on an interim basis. If a Chief Executive Officer is dismissed, the appointment of a replacement Chief Executive Officer must be conducted in compliance with the County of San Bernardino Personnel Rules and the County recruitment process, including but not limited to, all required background checks and licensing requirements.
- D. The recruitment and selection process for a replacement Chief Executive Officer shall be conducted by an ad-hoc committee established for the sole purpose of selecting such replacement.

Article X - Adoption and Amendments

These Bylaws shall be adopted and may be amended by a majority vote of the CHCGB at any regular meeting. The CHCGB shall review the Bylaws annually. In the case of amendment, written notice of the amendment shall be submitted to each member at least seven (7) days prior to the meeting at which adoption is scheduled. Subsequent to CHCGB action, said amendments shall be approved by the Board of Supervisors. Bylaws must fit the policies established by the County of San Bernardino for Boards and Commissions, as well as meeting FQHC legislative requirements.

Appendix A: Key Terms Related to the By-Laws and Governance:

- Applicant—a person who has completed the County of San Bernardino Application for Appointment to County Board, Commission or Committee.
- Candidate---a person whose application has been received by the health center staff; scheduled for an interview with the Council Development Committee; their application presented and voted upon by the active members of the CHCGB; and passed a background check while awaiting appointment from the Board of Supervisors. Candidates will have temporary voting privileges while awaiting full appointment. They will be able to vote but cannot make a motion or join a sub-

committee.

- Member—a person whose application has been accepted by the coapplicant board which includes the Community Health Center Governing Board and the County Board of Supervisors.
- Active Members—these are members who are in good standing and not on leave.
- Mentorship—a process of acclimating new board members to the process and functioning of the CHCGB

Appendix B: Mentorship

- CHCGB Membership Mentor Introduction Letter
- CHCGB Membership Mentor Expectations
- CHCGB Membership Mentee Expectations
- CHCGB Membership Mentee Expectation Signature



Public Health Community Health Center

Joshua Dugas, MBA, REHS
Director

Michael A. Sequeira, M.D.
Health Officer

Date:

Name:

Address:

Re: Board Mentorship:

Dear New/Return Member,

I want to welcome you to the San Bernardino County Community Health Center Governing Board (CHCGB). My name is George A. Richardson, I will be your Mentor for the next three months for new members and one month for returning members. I am here to help you with Learning Key Elements, The Bylaws, Board Policies and Procedures.

I will also assist you with the understanding of The National Association of Community Health Center (NACHC) Governance Manuals. I am here to assist you, for you to become a SKILLED, STRONG and SUCCESSFUL BOARD MEMBER.

Again I welcome you to the San Bernardino County Community Health Center Governing Board. Thank you for your desire to serve on this Board. I look forward to working with you!

Sincerely,

George A. Richardson,

BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)
First District

JANICE RUTHERFORD
Second District

DAWN ROWE
Vice Chair, Third District

CURT HAGMAN
Chairman, Fourth District

JOE BACA, JR.
Fifth District

Leonard X. Hernandez
Chief Executive Officer



San Bernardino County Health Center Governing Board Council Development Committee Mentor Expectations

The primary role of the Council Development Committee Mentor is to work with new San Bernardino County Health Center Board members to assist them in understanding their role and responsibilities on the Board, to the Executive Committee and to the Health Centers. The Mentor is responsible for assisting new board members with learning the key elements of being a member of the Community Governing Board. This includes assisting with providing some of the overarching context for board discussions, providing support and assisting the Mentee to set expectations. The Mentor's role is to keep the Mentee organized, to assist the Mentee in understanding board processes in order for the Mentee to progress ahead in applying policies and procedures in accordance to Robert's Rules of Order and the Brown Act. Ultimately, it is the role of the Mentor to assist the Mentee in voting and making sound Board decisions as a board member. The Council Development Committee Mentor's job is defined in the Health Center's Bylaws. This can be found in **Article 8, Section II-c, Council Development Committee**.

The Council Development Committee Mentor is responsible for the following:

- **Commitment:** It is the Council Development Committee Mentor's role to develop a relationship with the Mentee, in doing so the Mentor ensures consistency and exhibits commitment to the process. This includes making themselves available to the Mentee for the duration of the mentorship period. The Mentor **must be available** to meet with the Mentee regularly to ensure a greater chance of the Mentee's overall success which includes gaining a better understanding of the board's role and responsibilities to the Health Resources & Services Administration (HRSA) Health Center Program and an understanding of the history of the health center movement and the local activists who fought to improve the lives of Americans living in poverty and in need of health care.
- **Knowledge and Skills:** The Council Development Committee Mentor is the initial link between the Board and Mentee. Although the skill requirement is important, the Mentor needs to **be motivated** and self-assured when working with others. An effective Mentor **has good communication** skills and exhibits good listening skills. The Mentor must also have an understanding of the National Association of Community Health Centers (NACHC) Governance Guide for Health Center Boards as well as an understanding of parliamentary procedures. The Mentor must exhibit a professional demeanor and the ability to work well with others.
- **Good Qualities:** The Council Development Committee Mentor must be a good listener, trustworthy, responsible, fair and positive. The Mentor functions in a lead capacity to assist the Mentee in understanding the Health Center Program, e.g., patient challenges with accessing care, such as lack of transportation, literacy issues, and working to eliminate barriers associated with accessing health services. The Mentor must assist the Mentee in achieving the level of knowledge necessary to positively make a vote on the Program's Health Center business and in



San Bernardino County Health Center Governing Board Council Development Committee Mentor Expectations

understanding the program's long range goals. The Mentor must review the board handbook, Robert Rules of Order and other policies and procedures to prepare themselves and new members with the necessary knowledge and skills that are exercised in board meeting processes.

- **A Facilitator:** The Council Development Committee Mentor must maintain regular communication with new board members to ensure proper participation and meeting attendance. The Mentor shall act as cheerleader, a facilitator in addressing issues, and a coach and advocate in assisting the Mentee with success. This includes explaining agenda items, reviewing board policies and procedures, explaining and answering questions, and engaging in follow-up on discussions.



San Bernardino County Health Center Governing Board Council Development Committee Mentee Expectations

The Council Development Committee Mentorship is defined in the Health Center's Bylaws. This can be found in **Article 8, Section II-c, Council Development Committee**. The primary role of the Council Development Committee Mentee is to be mentored by a Mentor. A Mentor is the main person you rely on to give you advice and guidance, especially in your progress towards understanding the Community Governing Board By-laws and expectations. The Mentee participates in training based on active communication with to a Mentor.

MENTEE ROLES AND RESPONSIBILITIES:

To be involved in a mentoring relationship is a privilege for both participants, and as a result it is important to be gracious and thoughtful towards each other. When unclear about what to do or how to act, please seek guidance from the Mentor. The gesture of asking the Mentor conveys respect for what the two of you are working to accomplish.

Some basic premises of what makes the ideal mentee are:

1. Eagerness to learn
2. Ability and willingness to work as a team player
3. Patience
4. Be a risk taker
5. Have a positive attitude

MENTEE ROLES:

Mentoring is a partnership between two individuals, the Mentor and the Mentee. In considering the roles of the Mentor, he or she must wear many hats throughout the process. A Mentee must also perform several roles.

The Mentee is the student who needs to absorb the Mentor's knowledge and have the ambition and desire to know what to do with this knowledge. As a student, the Mentee needs to practice and demonstrate what has been learned.

A Mentee is the "gauge" to measure how interactive the connection between the Mentor and Mentee will be. This means that the Mentee determines the capacity of the mentoring connection. The Mentee decides upon the amount of help and guidance he/she needs. As well, the Mentee should take the initiative to ask for help or advice and to tackle more challenging assignments.



San Bernardino County Health Center Governing Board Council Development Committee Mentee Expectations

RECOMMENDATIONS/GUIDELINES FOR MENTEES:

1. Allow your Mentor to take the lead in the relationship. Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you. Always act with courtesy and respect towards your mentor.
2. Use active listening skills during discussions with your Mentor. Take notes when appropriate, ask good questions and have a purpose for your questions.
3. Take the initiative to ask for feedback. Get feedback on specific issues, for example, how you come across to others. Ask for specific details to ensure you understand specific board behaviors.
4. Tell your Mentor how you prefer to get feedback (for example, direct, with humor, softened). Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.
5. Always be considerate and respect your Mentor's time as you do your own.
6. Return phone calls promptly and be on time with commitments or meetings.
7. Demonstrate that you have followed advice or commitments for action at every opportunity, even if you have modified your plan. Pointing out that you used your Mentor's help and sharing outcomes is important.
8. Express your appreciation for every form of assistance you get.
9. Respect your mentor's confidence and trust.
10. Prepare yourself to move beyond your mentoring connection, once it has served its purpose.



San Bernardino County Health Center Governing Board Council Development Committee Mentee Signature Page

Board Agreement: Community Governing Board Council Development Committee Mentee

The following San Bernardino County Health Center Governing Board (CHCGB) Council Development Committee Mentee Expectations are presented to you to clarify the board expectations regarding the role of mentee:

1. The Mentee is expected to attend regular meetings in-person or via Zoom, as designated by the San Bernardino County Health Center Governing Board Bylaws.
2. Keep abreast of reading materials and changes with the National Association of Community Health Centers (NACHC) recommendations and changes. In addition to other pertinent HRSA Board require reading materials, i.e., National Association of Community Health Center (NACHC) Governance Manuals.
3. Cooperate and collaborate with the Mentor, Executive Committee and general board to ensure the successful on-boarding, as a Mentee.
4. Collaborate and coordinate with the assigned San Bernardino County Health Center Governing Board, Council Development Committee assigned staff.
5. Engage in participation as a Board Member in a professional manner and maintain open communication with the Mentor, all board members and Health Center staff.
6. The Mentee shall **not** participate in any established CHCGB committees until the completion of the initial mentorship period, approx. three months.

I acknowledge that I have read and understand and I am in receipt of the attached San Bernardino County Health Center Governing Board Council Development Committee Mentor Expectation Requirements.

Mentee Print/ Sign Name

Date

Mentor Print/ Sign Name

Date

Chief Executive Officer Name and Signature

Date

Chairperson Name and Signature

Date