REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION

April 8, 2025

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Revisions to San Bernardino County Health Center Governing Board Bylaws and Resolution

RECOMMENDATION(S)

1. Adopt **Resolution No. 2025-73** to supersede Resolution No. 2022-53, to revise requirements pertaining to San Bernardino County Health Center Governing Board Bylaws membership, meetings, duties, committees and mentorship, for oversight of the Department of Public Health clinics designated as Federally Qualified Health Centers by the United States Department of Health and Human Services, Health Resources and Services Administration.
2. Approve revised San Bernardino County Health Center Governing Board Bylaws for Department of Public Health clinics designated as Federally Qualified Health Centers by the United States Department of Health and Human Services, Health Resources and Services Administration to revise requirements pertaining to membership, meetings, duties, committees and mentorship effective upon approval by the Board of Supervisors.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.
Provide for the Safety, Health and Social Service Needs of County Residents.
Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). The San Bernardino County Health Center Governing Board (CHCGB) Bylaws and Resolution are requirements of the Public Health Services Act and the United States Department of Health and Human Services, Health Resources and Services Administration's (HRSA) grant funding for Federally Qualified Health Centers (FQHCs).

BACKGROUND INFORMATION

The San Bernardino County Department of Public Health (DPH) receives annual Health Center Program funding from HRSA for operational support of its four FQHCs located in Adelanto, Hesperia, Ontario, and San Bernardino. FQHCs provide primary care, pediatric, obstetric, and reproductive health services in underserved and rural communities. For FQHCs operated by public agencies, HRSA requires a community-based governing board that includes consumers of FQHC-provided services representative of the FQHC user population. DPH reviews the CHCGB Bylaws (Bylaws) annually to ensure alignment with current operational procedures and applicable regulations.

On November 15, 2011 (Item No. 40), the Board of Supervisors (Board) adopted Resolution No. 2011-220, formally establishing the CHCGB and specifying its purpose and objectives, membership, meetings, limitations of authority, duties, officers, committees, and adoption and amendments.

On April 23, 2013 (Item No. 36), the Board adopted Resolution No. 2013-59, superseding Resolution No. 2011-220, modifying the voting members of the CHCGB from nine to at least nine, but no more than 13.

On August 23, 2013 (Item No. 37), the Board approved the Bylaws, which were incorporated in and consistent with Resolution No. 2013-59.

On October 8, 2013 (Item No. 32), the Board approved a Co-Applicant Agreement (Agreement No. 13-832) between the CHCGB and the Board delineating the roles and responsibilities of DPH's FQHCs, for the period of October 8, 2013 through June 30, 2014. The non-financial Co-Applicant Agreement allows DPH to continue its eligibility to apply for grant funding to operate the FQHCs.

On September 12, 2017 (Item No. 38), the Board adopted Resolution No. 2017-182, superseding Resolution No. 2013-59, to establish a new upper limit to no more than 17 voting members. Additionally, it modified the requirements for a non-consumer member, defining them as persons who have expertise in the medical and/or mental health fields or other community members, such as those affiliated with community-based organization, faith-based organization, etc.

On April 30, 2019 (Item No. 48), the Board adopted Resolution No. 2019-58, superseding Resolution No. 2017-182 and revised the Bylaws, updating meeting requirements to ensure a quorum in order to efficiently conduct CHCGB business. In addition, Item No. 48 approved a new Co-Applicant Agreement (Agreement No. 19-276) to delineate roles and responsibilities for the administration and operation of the FQHCs, with an effective date of April 30, 2019 and to continue year to year unless terminated with a 30 day written notice by the Board.

On March 29, 2022 (Item No. 42), the Board adopted Resolution No. 2022-53, superseding Resolution No. 2019-58 and revised the Bylaws, adding language pertaining to member absences, temporary voting privileges, meetings following Robert's Rules of Order, elections affected by a catastrophic event, and formation of the Credentialing and Privileging Committee.

Upon Board approval, revisions to the Bylaws will pertain to membership responsibilities for meeting attendance and absences, the availability of meeting agendas and supporting materials to be available no less than 72 hours prior to the meeting, the duties of the CHCGB to report to the Board annually regarding the County FQHCs' utilization, productivity, patient satisfaction and achievement of project objectives, the delivery of welcoming packets to new members, modification to the committee composition language to remove temporary voting privileges, and the availability of mentorships. The Bylaws were recommended for Board approval by the CHCGB on January 14, 2025.

PROCUREMENT
Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on March 18, 2025; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on March 24, 2025; County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on March 24, 2025.

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY _____
DATED: April 8, 2025

cc: File - Public Health w/resolution w/attach
CCM 04/11/2025