



**Strengthening Oklahoma's Safety Net,  
One Community At A Time**

## **Board Bulletin**

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### **Governance Expectations**

Governance is the topic of the second section of the assessment tool entitled *BPHC New Start Protocol*. Because consumer governance is one of four core tenets of the 330 health center program, boards must strive to fully comply with Health Resources and Services Administration (HRSA)/Bureau of Primary Health Care (BPHC) requirements. Health center boards should examine the following questions asked in the 14-page document relative to governance and then look to BPHC PIN 98-23 for compliance answers. Both PIN 98-23 outlining 330 CHC Program Expectations and the *BPHC New Start Protocol* are designed to protect governance by and for the people served.

#### **Governance Questions**

◆ **Board Composition** - *Does the Board composition meet the requirements of the PHS Law: 9 - 25 members (Y/N) and 51% consumers (Y/N)?* Community health centers (CHCs) are funded by BPHC under section 330 of the Public Health Service (PHS) Act as amended by the Health Centers Consolidation Act of 1996 and are subject to PHS law. 330 regulations specify that CHC boards must have “at least 9 and no more than 25 members.” “Section 330 requires that the health center has a governing body which: is composed of individuals, a majority of whom are being served by the center...” (Page 23 of PIN 98-23). *What expertise is currently on the Board: Health (Y/N), Finance (Y/N), Business (Y/N), Management (Y/N), Government (Y/N)?* To successfully govern a health center, boards must have expertise in a broad range of areas. Having diverse community members who are knowledgeable in the areas listed helps to protect the health center and also aids in leveraging resources.

#### ◆ **Board Structure**

Bylaws: *When were the bylaws last reviewed and approved by the Board? Do the bylaws address board structure and responsibilities (Y/N), nomination/selection of members/officers (Y/N), length/number of allowable terms for members (Y/N), length/number of allowable terms of officers (Y/N), meeting attendance expectations (Y/N), removal of inactive board members (Y/N), board meeting frequency (Y/N), and board standing committees (Y/N)?* Many times board members neglect thorough review of bylaws until an adverse incident arises. It is critical that CHC boards routinely review the bylaws to increase each member's understanding of the internal rules of the organization.

Meetings: *Does the board meet monthly? What senior management staff members are invited to attend the meetings?* PIN 98-23 states, “Health center governing boards must meet at least monthly.” Senior management staff are expected to deliver monthly board reports (e.g., the CFO presents financial reports).

Documentation: *Does the Center maintain monthly board minutes (Y/N) that document major issues/actions (Y/N) and do you have a mechanism to track the implementation of decisions and procedures (Y/N)? Are monthly board packets sent to Board members in advance of the meeting (Y/N)?* CHC boards must show proof that they are functioning. Not only are meeting minutes required but there should also be a systematic tracking mechanism of board actions. Monthly board packets should be sent to members in advance of the meeting to help with board efficiency and effectiveness - be respectful of volunteers' time.

Committees: *What board committees are currently functioning? Are these committees cited in the bylaws (Y/N)? Do the committees meet on a regular monthly/other basis (Y/N)? Are meeting minutes documented and maintained (Y/N)?* When properly functioning, most board work is done within the committees. However, no action can be taken without the approval of the full board.

Board Development: *Does the Center have an orientation program for new board members (Y/N) and plans for ongoing board member training (Y/N)?* CHC board members must not only be ready and willing but also able. It is imperative that all members have a full understanding of CHC board responsibilities. To review the *BPHC New Start Protocol* document, visit the 'CHC Boards' section of [www.okpca.org](http://www.okpca.org).

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