



# Health Care for the Homeless (HCH) Bylaws and Co-Applicant Agreement

Presentation to the SF HCH Co-Applicant Board March 14<sup>th</sup>, 2022

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# HCH Co-Applicant Board (CAB) Bylaws



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- Describes the goals and membership structure of the HCH CAB
- HCH CAB responsibilities will include:
  - Review HCH program budgets and priorities
  - Develop and review Quality Improvement / Quality Assurance program
  - Recommend the HCH Program Director to the Director of Health
  - Hold meetings with quorum [more than half of members present] in every month
- Defines process for HCH CAB nominations, applications, elections, elections of officers, and removal of HCH CAB members
- States limitations on authority, conflict of interest, committee rules, and public meeting requirements

# SF Co-Applicant Board Bylaws

## Membership Structure



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- SFCAB Member Structure:
  - Eleven voting members, plus one non-voting member
  - Voting members can serve up to three full four-year terms
  - Six of these members will be HCH Program Consumer Members
  - Five of these members will be Non-Consumer Members with relevant expertise and a commitment to the populations that utilize HCH services
  - Director of Health's designee shall serve as an ex-officio, non-voting member
  - No voting member of the HCH CAB may be an employee of the City, or spouse, child, step-child, parent, parent-in-law, sibling, or sibling-in-law of a City employee
  - Members of the HCH CAB shall be City residents
  - Voting HCH CAB members are volunteers and will receive no compensation

# HCH Co-Applicant Board Leadership Roles



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- Chair
  - will lead/host HCH CAB meetings
- Vice-Chair
  - will lead/host HCH CAB meetings when the Chair is absent
  - may receive additional roles decided by the HCH CAB
- Secretary
  - will review and sign off on official HCH CAB meeting minutes
  - will make sure minutes are distributed and stored appropriately
  - will make sure that the HCH CAB follows the adopted Bylaws

# HCH CAB Officer Election Process



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- Every other year all three roles will be elected by a majority vote of members present and voting
- Nominations for officers shall be selected from the CAB membership
- A nominee may decline nomination
- Nominations and elections for officers shall be made at the first regular meeting after January 1 of each year
- Initial selection of officers upon creation of the HCH CAB will happen at the same CAB meeting following the adoption of the Bylaws – waiting for second meeting to allow time to review and discuss Bylaws
- Officers shall be elected for a term of two years, or any portion of an unexpired term remaining

# SF Co-Applicant Board Agreement



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- Provides greater detail on the SFDPH side of the responsibilities, and repeats the HCH CAB responsibilities from the Bylaws
- Specifies that SFDPH will provide regular meeting space and staff support for the SFCAB meetings, and will maintain the minutes and other records
- The Agreement starts when signed by both the HCH CAB Chair and SFDPH Director of Health and continues for three (3) years, or the end of the HCH grant project period, whichever is earlier
- The Agreement can be renewed for additional terms of three (3) years at the mutual agreement of the HCH CAB and SFDPH
- Specifies that either the HCH CAB or SFDPH may end the Agreement with sixty (60) days written notice

# Q&A



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- Thank you for your time and attention during this presentation
- Please let us know of any questions you have at this time