

**County of Ventura Health Care Agency
Community Health Center Co-Applicant Board
Fiscal Year 2020-2021 Activity and Reporting Schedule**

Description	Frequency	Meetings	Presidium
Grants Update	Monthly	All	CHC Board Clerk
Hours, Locations, and Services	Annually and As Needed	July and As Needed	CHC Board Clerk or AC Administrator
FQHC Budgets Review & Approval	Annually	May	Fiscal Manager
HRSA Budget Review & Approval	Annually	August	Fiscal Manager
Annual Activity Report	Annually	October	CHC Board Clerk
Nomination Committee Forms	Annually	April	3-5 Board Members appointed by Chair
Nomination Committee Nominates Officers	Annually	May	Secretary, Vice-Chair and Chair
Election of Officers	Annually	June	CHC Executive Committee
Performance Evaluation of Executive/Project Director	Annually	October	CHC Executive Committee
Federal Poverty Guidelines	Annually	March	CHC Board Clerk
Board Composition Compliance Review	Annually	July	CHC Board
Annual Audit and Management Letter	Annually	TBD	Fiscal Manager
Policies Related to Operations	Annually and As Needed	January and As Needed	Executive Director/Medical Director
Quality Assurance & Performance Improvement (QAPI) Plan Evaluation	Annually	June	Quality Manager
Financial Reports	Quarterly	March, June, September, December	Fiscal Manager
UDS Quality Metrics	Quarterly	April, July, October, March (Previous CY)	Quality Manager
Community Needs Assessment	Every 3 Years w/Annual Update	December	Coordinated with Public Health Community Health Assessment
Strategic Planning	Every 3 Years w/Annual Update	December	Based on Community Health Needs Assessment
Review Form 5A and Compare to Fee Schedule	Every Three Years	April, 2021	CHC Board Clerk
Evaluation of Sliding Fee Discount Program	Every Three Years	March, 2023	CHC Board Clerk
Review of Bylaws	Every Three Years	February, 2023	CHC Board Clerk
HRSA Grant Applications	As Needed	As Needed	CHC Board Clerk
Provider Credentialing & Privileging	As Needed	As Needed	CHC Medical Director
Board Membership Applications	As Needed	As Needed	CHC Board Clerk
Collaborative and Contractual Agreements with Outside Agencies	As Needed	As Needed	CHC Board Clerk