

Desert Healthcare District Program Committee Criteria and Policies

MISSION STATEMENT

In accordance with Desert Healthcare District's mission and strategic plan, the grant program provides funds to qualified nonprofit and governmental grantees to make positive impacts on community health and improve access to health care. The Program Committee recommends grant making policy to the Board of Directors and guides and monitors District grant making functions and program-related activities through which the Desert Healthcare District carries out its strategic plan to improve the health of the District's residents.

RESPONSIBILITIES

The responsibilities of the Program Committee include the following:

- To identify trends and healthcare needs that can be addressed by the District and provide input on needs assessments conducted by District staff.
- To provide vision and guidance on the development of the District's strategic plan.
- To provide advice, counsel and feedback to staff as needed during program development.
- To monitor implementation of the District's strategic plan and program-related activities to ensure programs are achieving the desired impact.
- To identify key program issues to be discussed at the Board level.
- To consider grant proposals and recommendations provided by staff and make recommendations of grants to approve to the District's Board of Directors.

MEMBERSHIP TERM AND VACANCIES

Composition: The Program Committee shall consist of seven to eleven (11) members all of whom either shall reside or be primarily employed within the Desert Healthcare District:

- Two members of the District Board of Directors ("District Board Representatives") shall be appointed by the President of the District Board, one of which shall be appointed Chairperson of the Program Committee;

The remaining members ("Volunteer Members") shall be appointed by the District Board of Directors and shall be:

- Three members from significant community partner agencies.
- Two to four community members at large
- One member from the office of the Supervisor, Riverside County Fourth District
- One student representative

Term of Office: District Board Representatives shall serve during their elected term of office or until replaced by the District Board President. With the exception of the student representative (who will serve for a one year term), Volunteer Members shall serve a term of three years and may serve a maximum of three consecutive terms. Anyone serving an initial, incomplete term will be eligible to serve three complete three-year terms in addition to the partial term. Terms

will be staggered so that no more than one-third of the community members are serving their first year on the committee at the same time.

Vacancies: Volunteer Members who miss three consecutive unexcused meetings may be removed in the discretion of the Program Committee chairperson. In the event of the vacancy of a Volunteer Member, notice of the vacancy and application process shall be published on the District website for a minimum of 14 days. The Program Committee chairperson shall also have the discretion to publish notice of the vacancy and application process in a local newspaper of general circulation. Community members shall submit applications for membership and their qualifications in writing to the District office. At a duly noticed District Board meeting applicants shall be interviewed and appointed to serve the applicable term by a majority vote of the District Board of Directors.

MEETINGS AND VOTING

Meetings: The Program Committee meets prior to those meetings of the full Board of Directors on a monthly basis as necessary and appropriate to fulfill its purpose. Meetings are convened by the Committee Chairperson in coordination with District staff.

Voting and Recommendations: In accordance with their responsibilities, Volunteer Members shall participate in the grant process including participating in voting at the Program Committee meetings and making grant recommendations to the full Board. However, votes and recommendations of Volunteer Members while noted in the record shall be advisory in nature only. The votes of the District Board Representatives shall be the recommendation which shall be forwarded to the full District Board of Directors for consideration.

CONFLICTS OF INTEREST

Volunteer Members shall not make or influence a recommendation or decision related to any grant proposal which will benefit the member's outside employment, business, or personal financial interest or benefit an immediate family member, such as a spouse, child or parent. A Volunteer Member shall not participate, discuss or vote on any issue, or recommendation which directly inures to his or her financial interest or with respect to which he or she has any other conflict of interest. District Representatives shall follow the adopted District Conflict of Interest Code in accordance with California law.

Desert Healthcare District Program Committee Volunteer Member Qualifications, Responsibilities and Agreement

VOLUNTEER MEMBER QUALIFICATIONS AND RESPONSIBILITIES

Qualifications:

Eligibility to serve as a member as outlined in the Program Committee Criteria and Policies
Broad awareness of District organizations and community health needs
Commitment to serve the entire term

Responsibilities:

Volunteer Members of the Desert Healthcare District (“District”) Program Committee are expected to:

1. Make every effort to attend all Program Committee meetings, including any specially scheduled meetings. If any member is absent for three or more meetings, within a calendar year, that individual’s appointment to this committee will be reviewed.
2. Thoroughly read and understand all the materials in the Program Committee Orientation Manual and attend any orientation or training sessions and be willing to be a “continual learner” about all matters of importance to philanthropy and to the District, and take advantage of learning opportunities offered.
3. Represent their own stakeholder group and identify and inform the Program Committee of community needs and service gaps.
4. To participate in providing vision and guidance on the development of the District’s strategic plan.
5. To provide advice, counsel and feedback to staff as needed during program development, including being available for site visits.
6. To participate in monitoring implementation of the District’s strategic plan and program-related activities to ensure programs are achieving the desired impact.
7. Review all proposal write-ups, monthly proposal status summaries, and any other materials provided by staff prior to each meeting.
8. Carefully and thoughtfully consider each grant request proposed for funding or denial and every other matter brought before the Program Committee.
9. Actively participate in Program Committee discussions and deliberations, and wisely consider each matter on which the committee is asked to vote.
10. Consider all matters brought before the Program Committee objectively and “on the merits” and make decisions that best represent the interests of the District.
11. Be supportive of the decisions of the Program Committee and the District.
12. Be willing to compromise, if necessary, in order to foster a cooperative atmosphere for all the people who participate in the work of the District.
13. Abide by the Conflict of Interest Policy by disclosing any potential conflicts and abstaining from voting or advocating on issues related to conflicts of interest.

Volunteer Member Agreement

As a Volunteer Program Committee Member, I understand and agree that I am responsible, collectively with my fellow committee members, for guiding and monitoring District grant making functions and program-related activities through which the Desert Healthcare District pursues its strategic plan to improve the health of the district's residents. I agree to:

1. Make every effort to attend all Program Committee meetings, including any specially scheduled meetings and I understand that if I am absent for three or more meetings, within a calendar year, my appointment to this committee will be reviewed.
2. Thoroughly read and understand all the materials in the Program Committee Orientation Manual and attend any orientation or training sessions and be willing to be a "continual learner" about all matters of importance to philanthropy and to the District, and take advantage of learning opportunities offered.
3. Identify and inform the Program Committee of community needs and service gaps.
4. Participate in providing vision and guidance on the development of the District's strategic plan.
5. Provide advice, counsel and feedback to staff as needed during program development.
6. Participate in monitoring implementation of the District's strategic plan and program-related activities to ensure programs are achieving the desired impact.
7. Review proposal write-ups, monthly proposal status summaries, and any other materials provided by staff prior to each meeting.
8. Carefully and thoughtfully consider each grant request proposed for funding or denial and every other matter brought before the Program Committee.
9. Actively participate in Program Committee discussions and deliberations, and wisely consider each matter on which the committee is asked to vote.
10. Consider all matters brought before the Program Committee objectively and "on the merits" and make decisions that best represent the interests of the District.
11. Be supportive of the decisions of the Program Committee and the District.
12. Be willing to compromise, if necessary, in order to foster a cooperative atmosphere for all the people who participate in the work of the District.
13. Abide by the District's Conflict of Interest Policy by disclosing any potential conflicts and abstaining from participating, voting or advocating on issues related to conflicts of interest.