



UNICARE COMMUNITY HEALTH CENTER
BOARD OF DIRECTOR RECRUITMENT PACKET

437 N. Euclid Ave. Ontario, CA 91762

P – 909-988-2555

F – 909-988-4447

www.unicarechc.org

E – k.vo@unicarechc.org

HISTORY

Unicare Community Health Center (UCHC) was founded in 2013 by a group of community leaders, business associates and health care professionals in response to financial challenges faced by families in Eastern Los Angeles County, Western San Bernardino County and Riverside County communities; which impeded their ability to afford essential health care services and other supports. Unicare Community Health Center identified a small group of operating medical clinics and began the process of transitioning the clinics into licensed community clinics to be operated by the non-profit foundation. The primary purpose of Unicare Community Health Center is to provide high quality, coordinated, comprehensive and culturally competent Medical, Behavioral Health, Optometry, Pediatrics, Dental and Obstetrics/Gynecology services to the low-income population.

UCHC is a Federally Qualified Health Center (FQHC). A FQHC is a community-based, 501(c)(3) non-profit organization that serves unmet healthcare needs in low-income communities. As a Community Health Center, UCHC is a consumer driven and patient-centered organization that serves as a comprehensive and cost-effective primary health care option. UCHC increases access to health care and provides integrated care services based on the unique needs of the communities it serves. Health Centers deliver value to and have a significant impact on America’s healthcare system.

For more information on Community Health Centers, please visit the references listed below:

http://www.nachc.org/wp-content/uploads/2019/02/CA_19-1.pdf

http://www.nachc.org/wp-content/uploads/2019/03/NACHC_Guide_Policy-Brief_web.pdf

UCHC is comprised of the thirteen (13) clinics listed below.

ONTARIO – 437

437 N. Euclid Ave.
Ontario CA 91762

FONTANA – 16127

16127 Foothill Blvd.
Fontana, CA 92335

POMONA – 1501

1501 E. Holt Ave. Ste. A
Pomona, CA 91767

LOS ANGELES – 2409

2409 N. Broadway
Los Angeles, CA 90031

SAN BERNARDINO – 570

570 S. Mt. Vernon Ave. #G
San Bernardino, CA 92410

LOS ANGELES – 741

741 S. Alvarado St.
Los Angeles, CA 90057

COLTON – 308

308 N. La Cadena Dr.
Colton, CA 92324

SAN BERNARDINO – 190

184-190 E. Highland Ave.
San Bernardino, CA 92404

MORENO VALLEY – 24853

24853 Alessandro Blvd.
Moreno Valley, CA 92553

CORONA – 107

107 N. McKinley St.
Corona, CA 92879

FONTANA – 17500

17500 Foothill Blvd. #A-2
Fontana, CA 92335

RIVERSIDE – 5549

5549 Van Buren Blvd.
Riverside, CA 92503

ONTARIO – 1151

1151 E. Walnut St.
Ontario, CA 91761

MISSION

Unicare Community Health Center's (UCHC's) mission is to be a community health care organization that treats everyone with dignity, respect and cultural sensitivity to help create an environment in which all can prosper.

CORE VALUES

1. PATIENT CENTERED
 - a. To provide outpatient primary health care in underserved communities.
 - b. To develop, promote, and manage health care facilities by offering services and programs emphasizing comprehensive health care, preventative medicine and health maintenance.
2. COMMITMENT TO THE COMMUNITY

BOARD OF DIRECTORS

1. MISSION OR PURPOSE STATEMENT

The Board of Directors play an essential role in the governance and organization of the health center and the accomplishment of its mission to treat everyone with dignity, respect and cultural sensitivity to help create an environment in which all can prosper. The Board of Directors are subject to limitations of the Articles of Incorporation and Bylaws. Activities and affairs of the corporation are conducted, and all corporate powers are exercised by or under the direction of the board.
2. RESPONSIBILITIES
 - a. Planning

- i. Approves the Unicare Community Health Center (UCHC) mission and vision and reviews the board's and the Chief Executive Officer's performance in achieving them.
 - ii. Selection, dismissal and conducting an annual performance of the Chief Executive Officer.
 - iii. Evaluation of the organization's achievements and compliance with Health Center Program requirements at least annually.
 - iv. Reviews and approves UCHC's programs, plans and directions.
- b. Organization
- i. Establishing policies including:
 1. general policies;
 2. financial management practices policies;
 3. selection and dismissal policies;
 4. employee grievance policies; and
 5. equal opportunity practices.
 - ii. Adopting policies for financial management practices, including control of major resource decisions, monitoring financial viability, a system to assure accountability for corporate resources and eligibility for services including criteria for partial payment schedules.
 - iii. Adopting policies for financial management practices, including control of major resource decisions, monitoring financial viability, a system to assure accountability for corporate resources, and eligibility for services, including criteria for partial payment schedules.
 - iv. Identify candidates and determine the eligibility of candidates for the nomination of officers and directors as submitted by the Board Leadership and Development Committee and approves the report as deemed appropriate.
 - v. Actively participate at the Board meeting and on committee assignments.
 - vi. Supporting sponsoring donor, the organization through the annual board individual giving campaign.
 - vii. Financially support the organization through the annual board individual giving campaign.
 - viii. Identify potential funding sources and serve and serves as an Ambassador in securing organizational funding.
 - ix. Annually evaluate the performance of the Chief Executive Officer and determining any bonus awards or increases in salary.
 - x. Annually review the performance of the Board of Directors and take steps to improve its performance (including recommendation for its composition, organization, and responsibilities).
 - xi. Arranging for, reviewing, and approving an annual budget and an annual independent financial audit.
- c. Operations

- i. Evaluating corporate activities including services utilization patterns, productivity, patient satisfaction, achievement of objectives, and development of process for hearing and resolving patient grievances.
 - ii. Determining facility hours of operation.
 - iii. Continuing review and appraisal of the quality of professional care rendered in the clinic, in conjunction with the Chief Medical Officer, whether by contracting for evaluation or otherwise.
 - iv. Approving applications related to the federal Health Resources and Services Administration (HRSA) health center project, including grants/designation applications and other HRSA requests regarding scope of project.
 - v. Measure and evaluate the corporation's progress by engaging in strategic planning, ongoing review of the corporation's mission and bylaws, evaluating patient satisfaction, and monitoring corporation assets and performance.
 - vi. Review the results achieved by management as compared to UCHC's mission, program plans, and UCHC's Strategic Plan as well as in comparison with those similar organizations.
 - vii. Ascertain that the financial structure of UCHC is adequate for its current needs and implementation of UCHC's Strategic Plan by approving UCHC's annual budget.
 - viii. Provide candid and constructive criticism, advice and comments to the Chair, other members of the Board of Directors, and the Chief Executive Officer.
 - ix. Approve major actions of UCHC such as capital expenditures on all projects over authorized limits or major changes in programs, services, office location, etc.
 - x. Review monthly and annual financial results for the organization and ensuring, through the oversight of the audit committee and its reports to the full board, that reports are accurate and in accordance with accepted accounting principles.
 - xi. Execute UCHC's Standard of Excellence that include organizational cultural competency, maintaining the highest standard of fiduciary duty and service to the community.
- d. Audit
- i. Assure that the Board of Directors and its committees are adequately and currently informed through reports and other methods concerning the state of UCHC.
 - ii. Assure that published reports properly reflect operating results and the financial condition of UCHC.
 - iii. Insure that management has established appropriate policies to define and identify conflicts of interest throughout UCHC and is diligently overseeing the enforcement of these policies.
 - iv. Approve independent auditors.
 - v. Review compliance with relevant material law affecting UCHC.
- e. Director Position Description

- i. The role of each Director is to serve by leading, advising, and supporting the activities of UCHC for Nonprofit Management. Each Director participates by:
 1. Attending all Board meetings, being prepared to further the success of UCHC and to support its mission statement and goals.
 2. Monitoring and mentoring standing committees as assigned and on as needed basis providing advice, encouragement and voice for the committee to the Board.
 3. Responsible for identifying and nominating and approving candidates to the Board and other leadership positions.
 4. Accepting special assignment designated by the Chair.
 5. Remaining current on issues affecting the nonprofit sector as it relates the mission of UCHC its members or community at large.
 6. Informing the Board and staying proactive in helping position UCHC to support its members or to enhance its funding sources and ensure high quality service to its patients and the community,
 7. Acting as a role model, change agent and professional exemplar.

MEETINGS AND TIME COMMITMENT

1. Meetings held monthly, attendance is required, some meetings may be handled by conference call.
2. Participates in standing committees in such areas as Finance, Quality Assurance, Strategic Planning, Development/Fundraising and Outreach/Public Relations.
3. Attend fundraising events.
4. Participate in Board education and training.
5. Attend an annual Board Retreat.

CANDIDATE REQUIREMENTS

Unicare Community Health Center is seeking a group patients, professionals, government and foundation executives, public health and healthcare providers and business executives and/or community leaders and non-professionals, who will bring access and influence on UCHC. Each Director is expected to use his/her access and influence to support the growth and development of the organization.

Candidates must have a commitment to quality public health in its broadest sense to make a difference in the lives of people and their communities. They must also be committed to supporting UCHC in making its Board of Directors representative and inclusive of the entire community, including people of varied ethnicity, gender identity, sexual orientation and physical abilities. Candidates must have

leadership, management and interpersonal skills, patience and good humor, must be able to participate in and sustain collaborative group efforts and have a dedication to the Mission and Values of UCHC.

SELECTION PROCESS

1. General meet and greet
2. Attend a Board meeting
3. Application and review/interview
4. 215A Compliance Application
5. Review

OPPORTUNITY

This is an exceptional opportunity to foster the growth and development of Unicare Community Health Center devoted to improving the lives and prospects of its patients and the community.



UNICARE COMMUNITY HEALTH CENTER
BOARD MEMBER EXPECTATIONS

1. I will share the vision, mission, and work of UCHC to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. I will actively participate in fundraising activities to ensure the stability of UCHC.
4. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
6. I will work in good faith with staff and other board members as partners toward achieving UCHC's goals.
7. I will contribute time each month to supporting UCHC.
8. I will receive, and carefully review, all board meeting materials sent to me prior to each Board meeting. I will be fully prepared for these meetings, with relevant questions and suggestions.
9. If I don't understand anything in these reports, I will schedule an opportunity to learn.

By signing below, you are accepting the board expectations mentioned above.

LAST NAME

FIRST NAME

SIGNATURE

DATE



UNICARE COMMUNITY HEALTH CENTER
BOARD OF DIRECTOR APPLICATION

LAST NAME		FIRST NAME		MIDDLE NAME
MOBILE PHONE NUMBER		HOME PHONE NUMBER	EMAIL	
DATE OF BIRTH		SOCIAL SECURITY NUMBER	DRIVER LICENSE OR IDENTIFICATION CARD NUMBER	
OCCUPATION (IF APPLICABLE)			EMPLOYER (IF APPLICABLE)	
EMPLOYMENT STATUS (SELECT ONE):			ARE YOU OR A RELATIVE A UCHC EMPLOYEE OR VENDOR?	
<input type="checkbox"/> Employed <input type="checkbox"/> I work from home <input type="checkbox"/> I do not currently work		<input type="checkbox"/> NO IF YES, PLEASE IDENTIFY THE EMPLOYEE OR VENDOR: <input type="checkbox"/> YES		
UCHC PATIENT STATUS				
<input type="checkbox"/> I am not a UCHC patient. <input type="checkbox"/> I am a parent and/or legal guardian of a UCHC patient. <input type="checkbox"/> I am a UCHC patient.				
IF YOU ARE UCHC PATIENT OR ARE A PARENT AND/OR LEGAL GUARDIAN OF A UCHC PATIENT, PLEASE SPECIFY BELOW.				
LOCATION NAME (SEE PAGES 2 AND 3 OF THE PACKET FOR LOCATIONS)			HEALTH SERVICE RECEIVED	
<input type="checkbox"/> Ontario – 437 <input type="checkbox"/> San Bernardino – 190 <input type="checkbox"/> Pomona – 1501 <input type="checkbox"/> Moreno Valley –24853 <input type="checkbox"/> San Bernardino – 570 <input type="checkbox"/> Fontana – 17500 <input type="checkbox"/> Fontana- 16127 <input type="checkbox"/> Ontario – 1151 <input type="checkbox"/> Colton – 308 <input type="checkbox"/> Corona – 107 <input type="checkbox"/> Los Angeles – 741 <input type="checkbox"/> Riverside – 5549 <input type="checkbox"/> Los Angeles – 2409		<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Optometry <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Pediatric <input type="checkbox"/> Obstetrics/Gynecology		
EMPLOYMENT ADDRESS (IF APPLICABLE)				
STREET ADDRESS				
CITY		STATE	COUNTRY	ZIP CODE
CURRENT HOME ADDRESS				
STREET ADDRESS				
CITY		STATE	COUNTRY	ZIP CODE
PLACE OF BIRTH				
STATE		CITY	COUNTY	COUNTRY
AGE (SELECT ONE):				
<input type="checkbox"/> 18-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-64 <input type="checkbox"/> 65 or over				

UNICARE COMMUNITY HEALTH CENTER
BOARD OF DIRECTOR APPLICATION

RACE (SELECT ONE):			
<input type="checkbox"/> White	<input type="checkbox"/> Asian	<input type="checkbox"/> African American	<input type="checkbox"/> American Indian
<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> More than 1 Race	<input type="checkbox"/> Refuse to Report
ETHNICITY (SELECT ONE):			
<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Non-Latino/Hispanic		
GENDER IDENTITY (SELECT ONE):			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender Male	<input type="checkbox"/> Transgender Female
<input type="checkbox"/> Do not wish to disclose			

HOW DID YOU HEAR ABOUT UCHC?

Please Indicate your experience in the skills listed below.

SKILL	VERY EXPERIENCED	SOME EXPERIENCE	NO EXPERIENCE
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Development			
– Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Training			
– Evaluation			
Program Planning and Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting, Hiring, And Evaluating Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management and Control			
– Budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Accounting			
Communication, Public and Media Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in Interagency Committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing / Journalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Events			
– Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Implementing			
Legal Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR ITEMS CHECKED "VERY EXPERIENCED" OR "SOME EXPERIENCE", PLEASE ELABORATE.

LIST ANY OTHER SKILLS THAT MAY BE BENEFICIAL TO YOU AS A BOARD MEMBER.

BY REVIEWING ALL COMMITTEES AND THEIR DESCRIPTIONS LISTED BELOW, WHICH COMMITTEE WOULD BEST MATCH YOUR SKILLSET?

Governance Finance/Audit Development Communications

GOVERNANCE COMMITTEE

The Governance Committee monitors, evaluates and revises organizational and board performance measures and strategic achievement time lines.

1. Plans/manages activities designed to strengthen the organization
2. Identifies people to join board
3. Submits a slate of officers
4. Introduces the community to the organization
5. Coordinates & oversees the strategic plan
6. Conducts annual self-assessment survey

FINANCE/AUDIT COMMITTEE

The Finance and Audit Committee oversee and administer major financial matters and report to the board. The committee is responsible for assuring the board of directors comprehend the information being reported.

1. Oversees annual audit
2. Works with investment managers
3. Reviews employee benefits package and makes salary recommendations
4. Oversees all development related accountability measures
5. (reporting, billing, tax issues)
6. Provides budget oversight to assure compliance with budget limitations

DEVELOPMENT COMMITTEE

The Development Committee is responsible for designing and administering a comprehensive development plan* that indicate investments to be made in targeted categories.

1. Board giving
2. Donor appeals
3. Annual fund driven/Capital Campaign
4. Planned giving
5. Grants acquisition

6. Special events
7. (adopt-a-student, sell student-crested holiday cards, alumni database)
8. Committee manages and oversees adherence to development of timeline & reports back to Board at meetings

COMMUNICATIONS COMMITTEE

The Communications Committee develop and implement external communications. The committee may also facilitate internal communication improvement, upon request.

1. Develops and presents annual reports
2. Continuously provides stories to the media
3. Coordinates publicity and/or promotions
4. Facilitates relationships via communications among funders and other stakeholders

Along with this application, please submit a copy of your driver license/identification card and a current resume. If you do not have a resume and need assistance creating one, feel free to contact UCHC's Administrative team to direct you to obtain assistance. Contact information can be found on page 1 of this packet.

*I certify that the information disclosed is correct to the best of my knowledge. I understand and accept the responsibility of a Board Member, as delineated in the Board Member Description of Responsibilities and Board Member Expectations in the Board Recruitment Packet.

APPLICANT SIGNATURE

DATE