

Governing Board - Action Calendar

Maintaining appropriate authority to oversee the operations of Federally Qualified Health Centers requires Governing Boards to comply with the PHS Section 330 Program Requirements. Scheduling needed actions ahead of time may assist boards and health centers in ensuring compliance with these Requirements. A partial list of required action areas is provided in this sample calendar; when customizing it for your health center, consider making a list of all needed actions (e.g. establishing, reviewing, and approving policies) and relevant dates (e.g. project period, FTCA application due date, etc.) and distributing accordingly.

January	February	March	April	May	June
Budget	Community needs assessment	Federal grant application	Personnel policies	Financial policies	QA/QI plan
Sliding fee scale	Project scope Hours of operation		Recruitment and retention plan Succession plan	Procurement policy	Credentialing and privileging policy Peer review
July	August	September	October	November	December
FTCA application	Contracts and affiliation agreements	Organizational bylaws Organizational mission	Annual audit Investment policy	Chief executive performance evaluation Board self-assessment Conflict-of-interest policy & disclosure form	Annual meeting Strategic planning Elections