

MEMORANDUM

TO: Board of County Commissioners

FROM: Mary Rumbaugh, H3S Director

DATE: 11/6/2025

SUBJECT: Community Health Council Recruitment Follow UP

At Issues this week, November 4th, some questions came up regarding the Community Health Council Recruitment and vacancies.

Background

Clackamas Health Centers' Community Health Council (CHC) serves as a co-governing body with the Board of County Commissioners (BCC), as required by the Health Resources and Services Administration (HRSA). The Council is a volunteer body that must maintain a majority of consumer members, meaning more than half must be Health Centers patients and representative of patient demographics.

HRSA specifies Council size to range between 9 and 24 members, providing flexibility rather than a fixed number. Members may serve up to three (3) two-year terms, and recruitment remains open throughout the year, resulting in members with varying term dates.

Recruitment

Recruitment for Council membership is open monthly to the public. Interest is typically strongest among community members who are not Health Centers patients; these applications are held as needed to maintain HRSA's required consumer majority.

Members seeking reappointment must be approved by the Council and subsequently confirmed by the BCC. Public and Government Affairs (PGA) has confirmed that reappointments do not need to go through the full recruitment process.

Consumer/Patient Recruitment Efforts

Recruitment of consumer (patient) members is continuous and proactive, including:

- Distributing flyers in clinics and community settings.
- Engaging patients during "Lunch and Listen" events.
- Encouraging providers to discuss Council opportunities with patients and provide outreach call lists.
- Involving current Council members and community partners, particularly those serving special populations, in ongoing recruitment.

Recruiting consumer members remains challenging. HRSA has restrictions on incentivizing members, allowing only limited reimbursements (e.g., mileage, childcare, and lost wages in narrow circumstances) are permitted. To support participation, Council meetings are held in a hybrid format—virtual each month, with one in-person meeting per quarter where dinner is provided.

Current Membership

Health Centers' goal is to maintain approximately 15 Council members, providing both compliance margin and manageable size. The current lower membership reflects recent term completions and expirations (September–November), along with pending reappointments.

There are active interested parties, both consumer and community members, and membership is expected to increase as approvals are finalized.

Compliance

During the September HRSA triennial review, Clackamas Health Centers was found fully compliant with all board authority and composition requirements. HRSA acknowledged both the effectiveness and persistence of recruitment efforts and recognized the ongoing challenges in recruiting patient members.