

**CITY OF ORLAND
FACT SHEET FOR COUNCIL APPOINTMENT
TO COMMISSIONS, COMMITTEES AND BOARDS**

Body to which appointment is sought:

☐ Arts Commission

☐ City Council

Name ☐ Sarah Bosley ☐

☒ Economic Development Commission *

☐ Library Commission Mailing

☐ Parks & Recreation Commission

☒ Planning Commission

☐ Public Works & Safety Commission

☐ Safety Commission

☐ **Reappointment to Commission** *Must live within city limits of Orland or reside within the 95963 postal zip code.

Not required to complete below if reapplying for appointment to a Commission

EDUCATION

High School Graduate ☒ GED ☐ Location

Other formal education ☐ Attached

EMPLOYMENT HISTORY

List all employment during the last five years. If retired, list last employer.

Period Employer (include location) Position/Title

____ Attached _____

(continued on other side)

Fact Sheet for Council Appointment
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PERSONAL DATA

Are you related to any member of the City Council, any City Board/Commission/ Committee Member or City Employee? No. If yes, please list name and relationship:

Year you became an Orland resident. 2009

Have you ever been convicted of a felony? No If yes, explain.

List civic activities, clubs, association, etc. Attached

Briefly state your reasons for interest in the appointment sought. To uphold and advance the principles and framework within the City of Orland

X_ I certify that the foregoing is true and correct to the best of my knowledge.

11/3/25 Date: Sarah Bosley Signature

IMPORTANT: Appointees to certain commissions and boards will be required to complete a Statement of Economic Interest (Form 700) as required by California Government Code §87200 et seq. and the City of Orland Conflict of Interest Code.

Sarah Bosley

Healthcare Management and Finances

California
[REDACTED]
[REDACTED]

SKILLS

My background lies in managing and founding Start-Ups and Healthcare finances operations through discovery and analysis. Obtaining fiscal surplus through understanding in depth processes end to end is a key component. This is accomplished through data analysis, cost analysis, reporting, contract analysis, industry trends and understanding policies and procedures curates peak performance levels.

EXPERIENCE

Hand Over Heart - Non-Profit

Founder and CEO

2025 - Current

- Founded and incorporated Hand Over Heart as a 501(c)3 nonprofit, overseeing all legal filings, compliance, and board formation to establish a sustainable organizational structure
- Built the organization from the ground up, defining its mission, governance model and long-term strategic plan to drive measurable community impact
- Designed and implemented the entire technology, including medical management systems
- Spearheaded all fundraising donations, grants, sponsorships and community projects
- Direct operations, finance and program management all while adhering to nonprofit compliance standards
- Recruit team and therapists, cultivating a mission-driven, high-performance culture
- Establish and maintain strategic partnerships with corporations, local agencies, community leaders and Universities
- Career Coach for Psychology Department at Simpson University

AAAMB Llc, State side and Global

Founder and Operations Director

2008 - Current (Intermittent)

- Healthcare Operations, end-to-end, AR Revenue < \$50M Annually, >150 Clinics
- Develop and maintain company wide KPI's including P&L

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- Scrutinize KPI's to identify trends, waste and inefficiencies
 - Product Development
 - QA Test Specialist
 - AI / RPA Automation
 - Client Success - Assist with Onboarding and Implementation (Discovery process through Implementation Go-Live tracking)
 - Contract negotiations and Contract Analysis
 - Project Management implementation and oversight
 - Develop, maintain and implement SOP's including training and documentation
 - Personalize client management solutions and consulting
 - Oversee client and industry financial trends
 - Track SOP changes and the financial impact changes make
 - Participate as a key role in business development
 - Review employee structuring for onboarding and termination
 - Employee productivity tracking and payroll analytics
 - Compliance utilized to mitigate potential legal issues

Paskenta Band of Nomlaki Indians & Tehama County Healthcare Coalition,
Northern California - Compliance Officer / Risk Analyst

2018 - 2019

- Direct and development or implementation of policies and procedures throughout the organization
- Verify the SOP's have been documented, implemented and communicated
- Assess products, compliance and operational risks management strategies
- Conduct or direct the internal investigation of compliance issues
- Conduct periodic internal investigation of compliance issues
- Design / implement improvements in communication, monitoring or enforcement of compliance standards
- Disseminate written policies and procedures related to compliance activities
- File reports with entities such as OSHA / Local Police / Department of Insurance
- Follow industry changes, trends and best practices in order to ensure compliance with safety standards and government regulations
- Conduct safety training and education programs and demonstrate the use of safety equipment

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- Provide new employee health and safety orientations and develop materials for the presentation
 - Create and maintain policies and procedures to maintain requirements and regulations
 - Create, maintain, distribute and conduct training for Emergency Disaster Plans (EOP)
 - Immunization tracking
 - Prepare and conduct safety trainings and meetings
 - Prepare and maintain Safety Data Sheets
 - Work with liability insurance companies
 - Work with Human Resources

Support Systems Homes, California - *Inpatient / Outpatient RCM Billing for Substance abuse facility*

2006 - 2010

- Advanced third party collections
- Work independently making corrections and troubleshooting files
- Quickbooks bookkeeping and invoicing
- Create and maintain monthly Financial Projection Analysis report
- Direct payer communications
- Reconcile payments to facility contracts, patient eligibility
- Detailed documentation during end-to-end process
- Obtain and track patient authorization
- Create payer portal access
- Patient collections

US Department of Education (Western Career College), California - *Medical Billing and MA Instructor*

2005 - 2006

- Instruct student in successfully completing a 10 month medical billing course
- Create curriculum following the outline of a 6 week syllabi
- Conduct 2 hour lectures each day
- Manage and oversee in class activities
- Maintain gradebook
- Instruct in detail HCFA-1500 / UB-04 forms
- Instruct in detail ICD-9
- Teach guidelines for Medicare/Medicaid, Workers Comp, TriCare, ChampVA, private payers
- Teach state and federal laws
- Teach Medical Terminology
- Teach HIPAA / OSHA

Qualifications, Training and Certifications

- Six Sigma Champion
- Mitigation eGrants
- eGrants System for the Subgrant Applicant
- FEMA Logistics Incident Command Systems (ICS)
- Disaster Relief Training
- State and Federal Employee Mandate Training
- OSHA and HIPAA Compliance Training
- Practice Management Training
- Code Red - Fire
- Code Silver - Active Shooter
- Code Blue - Medical Emergency
- Code Orange - Hazardous Material Spill/Release
- Code Yellow - Bomb Threat
- Code Green - Severe Weather / Utility Failure
- Code Pink - Missing Infant / Child and Potential Abduction
- Code Gray - Combative Person / Terrorist
- FEMA Safety Training
- Managerial Safety and Health
- Infectious Disease Outbreak Control
- Mass Fatality Planning and Response for Rural Communities (DMORT)
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)
- Special Events Contingency Planning
- Flood Mitigation Basics
- Benefit-Cost Analysis
- Improving Preparedness and Resilience through Public-Private Partnerships
- National Incident Management System (NIMS)
- Social Media in Emergency Management

Group Affiliations

First Christian Church

First Christian Church Orland

Boy Scouts of America

Golden Empire Council

Glenn County OES (Office of Emergency Services)

<https://www.countyofglenn.net/government/departments/sheriff/office-emergency-services>

ASA - Dedicated California Insurance Representative

<https://www.asacu.org/>