



Greater Columbia Accountable Community of Health

Collaboration • Innovation • Engagement

GCACH

Budget and Funds Flow Committee Charter

PURPOSE

The purpose of the Budget and Funds Flow Committee is to: (1) Create policies and procedures for oversight and accountability of the funds flow accounting function, budgeting and reporting as required by GAAP, DSRIP, and all required external compliance. (2) Work with partner organizations to develop a sound, fair and equitable allocation methodology for DSRIP funds. (3) Submit draft allocation methodologies and other Funds Flow related items to the Finance Committee for review and recommendation to the Board of Directors.

RESPONSIBILITIES

The Budget and Funds Flow Committee's responsibilities will include the following:

- Develop funds flow distribution schedule.
- Provide input to Project Impact Assessment and Matrix.
- Review the provider-level projections of DSRIP impacts and costs submitted by network providers.
- Establish procedure for monitoring and reporting of project incentive costs.
- Recommend process to collect, analyze and report financial results.
- Monitor, evaluate, and recommend modifications to distribution plan.
- Contribute to communication and training plan to network participating providers for review and input.

GUIDING PRINCIPLES

The Budget and Funds Flow Committee's guiding principles are:

- Accountability
- Transparency
- Collaboration
- Value-Driven
- Flexibility

COMPOSITION

The Budget and Funds Flow Committee is made up of 10-12 partner organization representatives. The Budget and Funds Flow Committee is comprised of individuals with expertise or working knowledge of budgets, financial statements and Generally Accepted Accounting Principles (GAAP).

The members of the Budget and Funds Flow Committee will be selected to adequately represent a cross-section of healthcare markets within the Accountable Community of Health's (ACH's) catchment area.

The Budget and Funds Flow Committee will submit all proposals and recommendations to the Finance Committee for review and recommendation for approval / adoption to the Board of Directors.

The members of the Budget and Funds Flow Committee will serve for one-year terms. Any mid-term vacancies in the Budget and Funds Flow Committee will be appointed by the Finance Committee, and the individual appointed will serve the remainder of the term.

The members of the Budget and Funds Flow Committee may be removed for cause by a vote of 75% from the Finance Committee. Cause shall include failure to attend three consecutive meetings, unless absence is excused for good cause.

MEETINGS

The Budget and Funds Flow Committee will hold regular monthly meetings at a minimum of one time per month. Initially the committee will likely meet more often to establish a foundation and framework by which to work.

Notice of all regular and special meetings will be sent to members of the Budget and Funds Flow Committee by email at least one week prior to the meeting date.

To constitute a "quorum", at least 75% of all members of the Budget and Funds Flow Committee must be (physically or electronically) present. (*to the extent electronic participation is permitted.)

Each member of the Budget and Funds Flow Committee will act as a fiduciary for the GCACH, rather than a representative of his or her employer. Further, all members of the Budget and Funds Flow Committee must attend at least 75% of all regular and special meetings held during each calendar year, unless the absence is excused for good cause, as determined by the Committee Chair. Failure to meet the attendance requirements will lead to automatic removal of the member, unless otherwise determined by the Finance Committee.

Budget and Funds Flow Committee members will be expected to:

- Read meeting materials in advance and come prepared to contribute substantively in the work of the Committee
- Actively engage in discussions and contribute their respective expertise to decision-making processes
- Provide timely review and feedback on documents when solicited
- Participate in surveys and information gathering as appropriate

DECISION MAKING

The Budget and Funds Flow Committee will use a collaborative, consensus-based decision-making process that requires the approval of at least 75% of the Budget and Funds Flow Committee members (physically or electronically) present for any Budget and Funds Flow Committee decision.

Consensus-based decisions by the Budget and Funds Flow Committee will be submitted to the Finance Committee for review. If the Budget and Funds Flow Committee's decision is approved by the Finance Committee, it will be forwarded to Board of Directors for approval then to GCACH for action. If the Budget and Funds Flow Committee's decision is not approved by the Finance Committee, the Finance Committee will provide Budget and Funds Flow Committee with a summary of the issues on which it agrees and disagrees. The Budget and Funds Flow Committee will work with the Finance Committee to resolve any disagreements. If such disagreements cannot be resolved, the Board of Directors will determine the appropriate course of action.

AMENDMENTS

Amendments to this charter will require the approval of the Finance Committee.

REPORTING

The Budget and Funds Flow Committee will keep regular minutes of its meetings and will provide such minutes to the other committees or sub-committees from time to time or as requested by the Finance Committee and/or Board of Directors. The minutes of the Budget and Funds Flow Committee meetings will be made available upon request.

CONFLICTS OF INTEREST

Budget and Funds Flow Committee members are required to comply with the GCACH's Conflicts of Interest Policy.