Maricopa Health Centers Governing Council
Compliance and Quality Committee Charter

Purpose
The purpose of the Compliance and Quality Committee (Committee) of the Maricopa Health Centers Governing Council (Council) is to: (1) ensure the quality of care provided by the Maricopa Integrated Health System (MIHS) Federally Qualified Health Center Look Alike (FQHC LA) clinics; (2) ensure patient safety and satisfaction provided throughout the MIHS FQHC LA clinics; (3) ensure that all policies comply with federal and state law and Health Resources and Services Administration (HRSA) Program Information Notices (PINs) and Program Assistance Letters (PALs).

Membership
The Committee shall consist of a Chair, a Vice Chair, and no more than two (2) additional Council members. A voting member of the Council will serve as the Committee Chair. The Committee Chair will recommend and the Committee will appoint a Vice Chair. The Chief Executive Officer of the Council is an ex-officio, non-voting member of the Committee. In addition, the Committee will appoint the Medical Director of Ambulatory Services, one (1) MIHS quality staff member, one (1) MIHS ambulatory services administration staff member, and (1) MIHS compliance staff member to sit on the Committee as non-voting members. In accordance with the Council Bylaws, voting members are appointed by the Council. The Council shall seek voting members preferably with knowledge in the area of quality/health care services. Voting members shall serve for a two (2) year term with a maximum of two terms.

Responsibilities
In conjunction with MIHS staff, the Committee will:

1. Review and make recommendations to the Council on the services and programs provided at the MIHS FQHC-LA clinics and the hours during which services will be provided.

2. Review and make recommendations to the Council to discontinue programs or services or close MIHS FQHC-LA clinic locations.

3. Annually, review and make recommendations to the Council to approve the MIHS Ambulatory and Physician Services Quality Improvement Plan. Annually, review and make recommendations to the Council to approve MIHS FQHC-LA clinics quality of care assessment procedures.
Responsibilities, cont.:

4. Review and make recommendations to the Council to approve other policies necessary and proper for the efficient and effective operation of the MIHS FQHC-LA clinics.

5. Annually, review and make recommendations to the Council to adopt Uniform Data System Measures (UDS) for the Health Resources and Services Administration (HRSA)

6. Make recommendations to the Council to approve and implement policies and procedures for the receipt, retention, and resolution of patient complaints or grievances that involve any of the MIHS FQHC-LA clinics.

7. Discuss with the MIHS Compliance Officer, District Legal Counsel and other members of MIHS staff, information, complaints, or reports from any regulatory or governmental agency, which raises material issues regarding compliance with applicable legal and regulatory requirements.

8. Make recommendations to the Council regarding MIHS's FQHC-LA designation. Ensure timely submission of the recertification application (due annually) and renewal of designation application (due every 5 years).

9. Periodically review and make recommendations to the Council to approve revisions to the Committee Charter.

Meetings

Meetings will be held quarterly. Additional meetings can be scheduled at the discretion of the Committee Chair.

Meeting Procedures

1. The Committee Chair will facilitate all meetings. The Committee Vice Chair will facilitate meetings in the Chair’s absence.

2. Meetings will be attended by Committee members in person or, when circumstances dictate, telephonically. A quorum shall consist of a majority of the voting Committee members, which is necessary for the Committee to meet and to take action.

3. Minutes shall be recorded and maintained for each Committee meeting in compliance with Arizona Open Meeting Laws and shall contain all actions taken by the Committee. Minutes recorded or maintained for Executive Session discussions, however, will be kept confidential pursuant to A.R.S. § 38-431.03.

4. The Committee will report its actions to the Council at the next regularly scheduled Council meeting.