Maricopa Healthcare Centers Governing Council  
Finance Committee Charter

Purpose
The purpose of the Finance Committee (Committee) of the Maricopa Health Centers Governing Council (Council) is to (1) provide oversight of financial objectives and budgeted financial performance to ensure current and future financial integrity of the Maricopa Integrated Health System (MIHS) Federally Qualified Health Center Look Alike (FQHC LA) clinics; (2) reviewing major transactions, investments or expenditures which represent a significant financial commitment or which have significant strategic or operational implications; (3) ensure annual independent financial audit of the MIHS FQHC LA clinics is performed.

Membership
The Committee shall consist of a Chair, who is the Treasurer of the Council, a Vice Chair, and no more than three (3) Council members. The Committee Chair will recommend and the Committee will appoint a Vice Chair. The Chief Executive Officer of the Governing Council is an ex-officio, non-voting member of the Committee. In addition, the Committee will appoint the Chief Financial Officer, and one (1) MIHS ambulatory services administration 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 accounting, finance or business. 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. Annually, review and make recommendations to the Council to approve financial priorities and strategies for major resource utilization for the MIHS FQHC-LA clinics.

2. Annually, review and make recommendations to the Council to approve the budget and capital expenditures for each MIHS FQHC-LA clinic.

3. Quarterly, review capital expenditures against budget.

5. Review and make recommendation to the Governing Council to approve business plans, return on investment, and proformas of new or current programs and services provided at MIHS FQHC-LA clinics.

6. Review and make recommendations to the Council on the financial impact to discontinue programs or services or close MIHS FQHC-LA clinic locations.

7. Review and recommend to the Council long-range financial plans for the MIHS FQHC-LA clinics.

8. Develop and monitor corrective actions to bring MIHS FQHC-LA designated sites into compliance with budgeted targets.

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

10. Review and make recommendations to the Council to approve unbudgeted expenses.

11. Review and make recommendations to the Council to approve capital expenditures greater than $100,000 from the budgeted capital contingency fund.

Meetings

Meetings will be held monthly. Additional meetings can be scheduled at the discretion of the Committee Chairperson.

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 Committee members which is necessary for the Committee to meet and take legal action.

3. Minutes will be recorded and maintained for each Committee meeting in compliance with Arizona Open Meeting Laws and will contain all actions taken by the Committee. Minutes will be recorded or maintained for Executive Session discussions, however, will remain 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.