

TRI-CITY HEALTHCARE DISTRICT

FINANCE, OPERATIONS AND PLANNING

COMMITTEE CHARTER

The Finance, Operations and Planning Committee (the “Committee”) of the Tri-City Healthcare District (“District”) has multiple purposes and is delegated certain key responsibilities as enumerated herein.

I. Purpose

The Committee is to provide governance oversight and to make recommendations to the District’s Board of Directors (the “Board”) by overseeing the functions of the District directly related to Finance, Operations, and Planning. The Committee focuses on matters that are material to the District’s operations. “Material” generally means financial impacts exceeding the Chief Executive Officer’s approval limit as well as matters that, due to their nature, could expose the District to significant risks.

1. **Finance Oversight:** The Committee will oversee the Finance function of the District, including the following:
 - a. Review monthly financial statements prepared by the Finance Department and presented by the Chief Financial Officer;
 - b. Monitor the monthly financial statements for unusual trends and have the Chief Financial Officer provide a detailed explanation of the variances;
 - c. Report to the Board regarding any issue involving the integrity or trustworthiness of the District’s financial statements;
 - d. Review any proposed changes to Finance-related policies and procedures, including Board Policy No. 14-017 (investments) and 15-013 (procurement).
2. **Operations Oversight:** The Committee shall:
 - a. Review monthly report of operations metrics for departments noted on the Committee Work Plan;
 - b. Review significant new services to be provided by the District and add to Committee Work Plan;
 - c. New contracts (not within the scope of another Board committee) as well as amendments and renewals of existing contracts that exceed the approval authority of the Chief Executive Officer as outlined in Administrative Policy and Procedure #232, Board Policy No. 15-013 and state law.

3. **Planning Oversight:** The Committee shall perform initial screening and analysis for potential recommendation for advancement to the Board for consideration of the following:
 - a. Proposed real estate transactions;
 - b. Proposed acquisitions, and contractual joint ventures;
 - c. Physician recruitments and other contracts with physicians;
 - d. Procurements requiring approval by the Board under Administrative Policy and Procedure #232, Board Policy No. 15-013, or state law;
 - e. Material matters related to the integration between the District and independent physicians and physician groups.

II. Membership

The Committee shall consist of three Directors, five community members, and three physicians.

Each community committee member shall have a basic understanding of finance and accounting, and should have experience and familiarity with the specialized issues relating to healthcare finance. At least one community member of the Committee shall have accounting or related financial management expertise, as evidenced by the certified public accountant designation or other education and/or work-related credentials.

III. Meetings

The Committee may establish its own meeting schedule annually.

IV. Minutes

The Committee will maintain written minutes of its meetings. Draft minutes will be presented to the Board for consideration at its meetings. The Senior Executive Assistant or designee will provide assistance to the Committee in scheduling meetings, preparing agendas and keeping minutes.

V. Reports

The Committee will report regularly to the Board regarding (i) all recommendations made or actions taken pursuant to its duties and responsibilities, as set forth above, and (ii) any recommendations of the Committee submitted to the full Board for action.

VI. Conduct

Each Committee member is expected to read the District's Code of Conduct which can be found at <http://www.tricitymed.org/about-us/code-of-conduct/> and shall comply with all provisions thereof while a member of this Committee.

Approved: 9/20/2011 by Board of Directors

Approved: 3/28/2013 by Board of Directors

Approved: 5/29/2014 by Board of Directors

Approved: 1/26/2017 by Board of Directors