

**New York and Presbyterian Hospital PPS
Finance Committee Guidelines**

Co-Chair: Brian Kurz, VP of Revenue Cycle Operations, NewYork-Presbyterian Hospital
PPS Network Co-Chair: David Grayson, Strategic Planning Consultant, Calvary Hospital

Overview:

The Finance Committee will provide recommendations for the New York and Presbyterian Hospital Performing Provider System's budget and funds flow processes. The committee will be comprised of leaders with financial experience with representation from a variety of provider-types across the entire PPS.

The committee will ultimately be responsible for:

1. The PPS's financial accountability, oversight and performance monitoring processes
2. The budget approval process for DSRIP-related functions (prior to Executive Committee approval)
3. The policies and procedures related to funds flow including the financial approval process, with signatory requirements and approval limits, for the general management of DSRIP funds
4. The functions and processes to define the financial and performance metrics used to assess Collaborator performance and determine qualification for DSRIP fund payments
5. The process and thresholds for escalating budgetary and performance issues to the Executive Committee
6. Process for working with the Clinical/Operations Committee and area Medicaid Managed Care Organizations to develop recommendations for specific pay-for-performance initiatives.

Membership

1. Committee will be comprised of 11 members – with two chairpersons.
2. With the exception of the initial term, which will be an extended term lasting 18 months, Committee membership will be rotated in 12 month terms; at the completion of a term, 3 PPS network members will be rotated off (through a random-selection process nearing the end of the term). Committee members will serve, at a maximum, thirty-six months.
3. Committee member organizations will be required to be represented by leadership; proxies will not be permissible.
4. A NYP Vice President will serve as one of the chairpersons; the PPS Network collaborator will be chosen based on a vote at the first meeting of each term. Collaborator Chairpersons will rotate every twelve months, with a first term of 18 months to reflect the extension of the committee members' terms.
5. Committee members that miss 3 consecutive meetings will be removed and replaced.

Co-Chair Responsibilities:

Finance Committee Co-Chairs will be responsible for: (1) preparing for meetings, (2) preparing/reviewing meeting agendas and notes, (3) working offline with Committee Members to push Committee efforts forward, (4) reviewing Committee deliverables, and (5) presenting to Executive Committee, when appropriate. The Co-Chair will serve a rotating 12-month term.

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Focus:

1. Committee will be responsible for advising the Executive Committee
2. Committee will be required to draft recommendations to be presented to the Executive Board monthly by the Chairperson(s)

Operations:

1. A majority of the members of the Committee shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at the time of such vote, if a quorum is then present or the unanimous written consent of all members thereof, shall be the act of the Committee.
2. Committee will be required to submit minutes and attendance to the NYP PPS Project Management Office (PMO)
3. Committee meetings will be hosted in-person at NYP or Collaborator locations - a GoToMeeting/telephone option will also be offered.
4. NYP will provide a staff person to support the committee