



## **Audit and Compliance Committee Committee Charter**

### **Purpose**

The purpose of the Audit and Compliance Committee is to assist the Board of Directors of the Dominican Health Care Board to fulfill its responsibility to oversee the integrity of the organizations financial statements, the financial reporting process, the organization's system of accounting and financial controls, oversight of the organizations outside audit function, and the organization's compliance with business ethic policies and legal and regulatory requirements. In doing so, it is the responsibility of the Committee to maintain free and open communication between the Committee members, the outside auditors, the Board of Directors, and management of Lourdes Senior Community.

### **Authority**

In carrying out its duties and responsibilities, the Audit and Compliance Committee shall have the authority to meet with and seek any information it requires from employees, officers, directors, or external parties.

### **Committee Responsibilities**

#### **External Audit**

- Reports the selection of the external auditor to the Dominican Health Care Board.
- Review and approve the audit fee, and other related fees and services in the engagement letter.
- Annually review the auditor's performance and recommending either renewal or replacement.
- Evaluate and solicit proposals for the external audit services periodically based on performance and committee recommendation..
- Meet with external auditors in an executive session, without management present, at least once per year. Discussing with the auditor the organization's internal controls, and the fullness and accuracy of the organization's financial statements.
- Meet with the external auditor and management at least annually to review the scope of the proposed financial audit for the current year, procedures to be used, and particular areas of potential risk or scrutiny.
- Review annual financial statements and other financial information submitted to any governmental body, financial institution rating agency, or the public, including any certification, report, opinion, or review rendered by the independent auditor. Evaluating determinations made about the applicability of accounting principles, the reasonableness of significant judgments or estimates, and the clarity of financial disclosures.
- Discussing the results of the annual audit and closely reviewing any significant changes to the financial statements or changes in accounting principles and disclosure practices.
- Review the external auditor's annual management letter regarding internal control weaknesses, recommendations for improvements, and management's corrective action plans. Monitoring management's implementation of corrective action plans.

- Review any non-audit services provided to the organization by the external auditor to ensure that the external auditor is sufficiently independent and that the organization is in compliance with external requirements.
- Review with the organization's counsel, any legal matter that could have a significant impact on the organization's financial statements.
- Reporting to the board at least annually and providing the board with the annual external audit report.

### **Internal Audits**

- The Audit and Compliance Committee may request internal staff to perform special studies, investigations, or other services in matters of interest or concern to the Committee. If any of the requests are beyond the scope or expertise of internal staff, the committee may request outside expertise. Reports and findings will be presented directly to the Audit and Compliance Committee.

### **Corporate Compliance**

- Overseeing the corporate compliance program, including policies and practices designed to ensure the organization's compliance with all applicable legal, regulatory, and ethical requirements.
- Recommending approval of the annual corporate compliance plan and reviewing processes and procedures for reporting concerns by employees, physicians, vendors, and others.
- Recommending organizational integrity guidelines and a Code of Conduct. Review and reassess the guidelines and Code of Conduct at least annually.
- Review resources for corporate compliance with the corporate compliance officer and CEO to ensure that sufficient resources are provided.
- Review and evaluate findings and recommendations from completed compliance activities and audits, including management responses and action plans.
- Meeting with corporate compliance officer in executive session with the CEO or any other management present, at least once a year.
- Reporting to the board at least annually on the corporate compliance program.
- Meeting with the corporate compliance officer in executive session without the CEO or any other management present, at least once a year.

### **Conflicts of Interest**

- The committee will review the annual conflict of interest disclosure statements completed by directors and officers received from the Governance and Nominating Committee, as well as supporting documents provided by the corporate compliance officer or general counsel, in accordance with the organization's conflict of interest policies and procedures.
- The committee will make a determination as to the disposition of each conflict, determining whether the conflict disqualifies the individual from continuing to serve on the board, or if additional actions beyond disclosure are required to comply with the conflict of interest policy (e.g., competitive bidding or ensuring the individual abstains from certain board votes).
- The committee will make a summary report of all declared conflicts to the board.

- The committee will also review and make a recommendation to the board chairperson with regard to any potential violations of the conflict of interest policy by a director or officer, including the failure to disclose a potential conflict in a timely manner.

The committee will review, and as needed, update the committee charter annually to reflect changes in accounting practices, laws, and regulatory requirements.

In carrying out the audit and compliance committee's duties and responsibilities, the committee shall have the authority to meet with and seek any information it requires from employees, officers, directors, or external parties.

### **Meeting Frequency**

The Audit and Corporate Compliance Committee will meet at least two times a year or when necessary at the call of the committee chair. There will be a special meeting if deemed necessary by the Chair with the Finance Committee to jointly review the annual audit of the financial statements. Regular meeting dates and times will be specified a year in advance.

### **Member Composition**

The committee is composed of up to five members of whom at least two will be Board members, each of whom is an independent director and free from any relationship that, in the opinion of the board, would interfere with the exercise of his or her independent judgment as a member of the committee. The committee will have one member who qualifies as a financial expert as defined by AICPA guidelines. The committee will have a member or shall meet with an external party who is knowledgeable in compliance matters. No member of the Audit Committee may be employed by or have any other direct or indirect financial or compensatory relationship with the organization or its subsidiaries.

All committee members should have a working familiarity with basic finance and accounting practices. Appropriate steps should be taken to enhance members' familiarity with finance and accounting through participation in educational programs conducted by the corporation or outside experts.

Members of the committee will be nominated by the Governance and Nominating Committee and approved by the Dominican Health Care Board. The Chair of the Committee will be appointed by Chair of the Dominican Health Care Board.

### **Lead Staff**

The committee will be supported by the CFO, and members of Lourdes Senior Management and supporting staff as required.

### **Reports**

The committee will receive and review the following reports:

- Annual financial audit plan and audit report prepared by the independent auditors.
- Annual plan and report, from the CFO on internal areas of potential risk.
- Annual compliance plan and periodic compliance reports as required from the Compliance Officer.
- Updates on new or revised Audit Standards.

- Updates on important compliance issues that have developed since the previous meeting with management responses.
- Conflict of interest disclosures and pertinent background information developed by the corporate compliance officer or general counsel.
- Review and approval of the Annual 990 reports.

### **Annual Committee Goals**

The Audit and Corporate Compliance Committee will establish annual goals specifying its' principal work focus areas for the coming year, for example:

- Review the performance of the external Audit Services.
- Review special areas of potential risk, such as policies on executive travel and IRS expense reporting requirements, or the document retention and destruction policy.
- Review with the corporate compliance officer the procedures for ensuring that contracts with physicians reflect fair market value and comply with external requirements.



## **Audit and Compliance Committee Job Description**

**Title:** Audit and Compliance Committee Member

### **Responsibilities and Expectations of All Members**

1. Attend at least 75% of all meetings during a member's term.
2. Review all mailed material before the meeting.
3. Actively participate in the work of the committee.
4. Actively participate in community activities and functions that are supported or sponsored by Lourdes Senior Community.
5. Provide guidance and recommendations that support the committee's purpose and the Lourdes Senior Community Mission.
6. Maintain professional skills and education that is pertinent to the committee's role and responsibilities.
7. Support the efforts of the committee chair in the conduct of the meeting.
8. Carry out individual assignments either volunteered for or assigned by the committee chair.
9. Avoid and disclose any potential conflict of interest in committee work and recommendations by completion of the annual Conflict of Interest Statement.
10. Promote and advocate the Lourdes Senior Community mission and heritage.

### **Terms:**

Committee members are elected for three-year terms by the Governance and Nominating Committee. A member may serve additional terms with the approval of the Board of Directors.

### **Qualifications & Skills**

The committee will be comprised of members who possess various skills in business organization and development, finance, financial reporting, senior care (SNF, independent and assisted living), IT (information technology), compliance, and business law. At least one member must qualify as a financial expert.

### **Time Commitment**

Includes the following areas: Committee meetings, meeting preparation, education, task assignments, Lourdes community functions.



## **Continuing Support Committee Charter**

### **Purpose**

It is the policy of Lourdes Senior Community to provide financial assistance for residents at Lourdes Rehabilitation and Health Care Center, Mendelson Home, Clausen Manor, and Fox Manor when the residents and families show financial hardship. The Continuing Support fund will provide yearly support based on the Continuing Support Fund's annual budget as determined each year by the committee. The basis for determining support will be based on income from all sources from the resident and family members. There is an expectation that family members will contribute based on their incomes, resources, and that they are ultimately responsible for the support of the resident.

### **Annual Budget**

The annual budget will be determined by the rolling average of the last four quarters ending September of each year. The committee will apply a percentage to the average fund balance between 4% and 6% based on market conditions to preserve the fund balance. The amount determined will be for the annual budget year beginning January 1.

### **Fund Application for Mendelson, Clausen and Fox Manor up to \$1,000 per month**

1. In an effort to grant support to residents who need immediate assistance either prior to move in or during residency, but only need up to \$1,000 in assistance, the Director of Finance and CEO can approve them to receive this "courtesy discount" without the approval of the Continuing Support members.
2. Due to the urgency needed in the decision-making process to admit the resident and because it is a relatively nominal amount, the committee does not need to approve this. Rather, the Director of Finance and the CEO will make this decision after reviewing financial information submitted by the resident or family.
3. The Director of Finance will update the committee annually on the total spend granted as "courtesy discounts" to residents.

### **Fund Application for Mendelson, Clausen, and Fox Manor up to fifty 50% of the rent**

1. Residents and family members are required to complete an application to request support from the Continuing Support Fund.
2. Applications are available from the Campus Social Worker.
3. Applications should be submitted to the Continuing Support Committee via the Campus Social Worker when the resident is at or near a minimum of six months of available finances.
4. The committee will review the application form at least annually.

5. All required information, as listed on the application, is required for the application to be considered by the committee.
6. The Campus Social Worker and the Finance Department will review submitted applications to ensure that the required documents are present.
7. Incomplete information as determined by the Campus Social Worker or the Finance Department will be returned to the applicant for completion.
8. The committee, upon review of the application may reject the application if it is deemed the application is incomplete.
9. No decision for support can be made if the Continuing Support Committee has determined that the application was incomplete or lacked required supporting documentation.

**Requirements for Fund Eligibility for Mendelson, Clausen, and Fox Manor up to fifty 50% of the rent**

1. To be eligible to apply for the Fund, residents, upon admission to Lourdes Senior Community must have documented at least two years' ability to finance their living within Lourdes Senior Community.
2. There is an expectation that the family provide at least 50% of the request (rent plus medical premiums, minus resident's income from social security, investments, VA benefits, retirement funds, rents, or other forms of income.)
3. It will be agreed upon that all income received from the sale of real estate, or other assets, increases in social security, retirement plans, VA benefits, or other forms of assistance will be applied to the fund towards previous payments made by the fund.

**Committee Review Process For Mendelson, Clausen, and Fox Manor up to fifty 50% of the rent**

1. Committee meetings are scheduled on an as needed basis to review applications.
2. Each December the committee will review all current residents on the fund.
3. A summary of the facts and amount requested will be provided with relevant documents to the committee members prior to the meeting.
4. The Director of Finance will evaluate the support requested and approve the amount requested, modify the amount requested (up or down), reject, or request additional information.
5. The Director of Finance will determine the effective date of support from the fund.
6. A formal letter will be sent to all applicants directly or to the responsible family member of the decision of the committee signed by the Director of Finance.
7. The Director of Finance will inform the Directors of each building of the support amount and effective date.

8. It is expected that any stipulations set forth by the committee in order for the resident to obtain assistance from the fund (such as application for VA benefits, completion of other outside assistance, etc.) will be met within three months of the initial approval of the fund. Failure to do so could mean an immediate revoking of available financial assistance.

### **Yearly Expectations of Residents or Family of Mendelson, Clausen, and Fox Manor up to fifty 50% of the rent**

It is expected that the resident or family notify Lourdes Senior Community of any additional funds received during the year to be applied to amounts paid from the Continuing Support Fund as follows:

1. Increase in benefits (social security, pension, and VA benefits).
2. Sale of resident's property such as the primary home or second home.
3. Inheritance or excess insurance proceeds from the death of a spouse.

### **Annual Review of Residents at Mendelson, Clausen, and Fox Manor up to fifty 50% of the rent**

1. Each November all residents and family members of those residents on the CS fund will be expected to update all financial information for both the resident and the family member. Failure to comply will result in a loss of available funds for the resident.
2. Each December the committee will reevaluate each resident and their family member's financial information and recommend continued support at the current amount, increase or decrease the amount, or remove a resident from the fund effective January 1<sup>st</sup> of the upcoming year.
3. A formal letter will be mailed in December to the resident or responsible member of the committee's decision effective January 1<sup>st</sup> of the upcoming year.

### **Fund Eligibility for Lourdes Rehabilitation and Health Care Center**

Residents of Lourdes Rehabilitation and Health Care Center do not need to complete an application as their support is considered short-term and is to cover certain circumstances. Residents of Lourdes Rehab and Healthcare Center can also be short-term residents receiving therapy.

Circumstances for funding residents at Lourdes Rehabilitation and Healthcare Center are the following:

1. Medicare Co-Pay daily rate due to no secondary insurance
2. Medicaid pending residents who may not get approval, or it does not retro back to the initial application date
3. Denial of payment situations where care is provided to residents however Lourdes is not being paid due to a survey issue.
4. Death of resident with a remaining balance but without an estate or any assets
5. Resident without access to their assets due to no POA who then pass away without the ability to collect
6. Fraudulent use of resident funds that we cannot get access to due to family members taking the residents' assets
7. Other circumstances deemed by the Director of Finance

The process to get approval for them would be cumbersome as their stay typically lasts less than 3 months. Therefore, the support to be awarded to the residents at Lourdes Rehab and Health Care Center will be determined by the Director of Finance and shall not exceed the Medicare Copay amount for the year, multiplied by the maximum number of Medicare co-payable days of eighty. For example, in 2023, this would equate to \$200 x 80 which is equal to \$16,000. If a resident has a need for continuing support that exceeds this amount, the Director of Finance will gain approval from the committee prior to funding the resident.

### **Compliance**

In order to comply with the Red Flag rules to protect the personal and financial information of the residents and family, the following steps will be required when receiving and disbursing personal and financial information.

1. All personal information will be blacked out on each document received before being distributed to staff or members of the CS Committee.
2. Immediately upon receipt, the person receiving the information will remove or black out the following information:
  - a. Address
  - b. Social Security number
  - c. Bank account numbers
  - d. Investment account numbers
  - e. Credit card account numbers
  - f. Transactions that could expose personal or financial data
3. After the personal and financial information has been removed, the documents will be sent to the Director of Finance for analysis and additional review.
4. Upon review of the information, it is requested that all copies provided be destroyed. One copy of the documents will be kept in the office of the Director of Finance for audit purposes.

### **Annual Review of policy**

The committee will review annually the continuing support policy.

### **Lead Staff**

The committee will be supported by Director of Finance.



## **Finance Committee Committee Charter**

### **Purpose**

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization. The committee has oversight on facilities maintenance, improvements, and budgets. The committee oversees the investments of cash and the various campus funds including fund selection approval, performance, and fiduciary responsibility over the employee retirement funds.

### **Responsibilities**

The Finance Committee's specific responsibilities include:

- Recommending policies that maintain and improve the financial health and integrity of the organization.
- Reviewing and recommending a long-range financial plan for the organization.
- Reviewing and recommending an annual operating budget and annual capital budget consistent with the long range financial plan and financial policies.
- Reviewing and recommending capital expenditures and unbudgeted operating expenditures that exceed management's spending authority but below the threshold required for board approval.
- Reviewing the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and making recommendations to the board.
- Monitoring the financial performance of the organization as a whole and by entity against approved budgets, long term trends, and industry benchmarks.
- Requiring and monitoring corrective actions to bring the organization into compliance with its budget and other financial goals and targets.
- Reviewing capital and operational needs of the physical plant, equipment, and grounds.
- Recommending to the board policies governing investments and retirement funds
- Approving the selection and removal of independent investment advisors and managers based on policy and performance criteria.
- Reviewing reports from independent investment advisors and managers.
- Reviewing and reporting to the board annually on investment and retirement plan performance.

## **Meetings**

The committee will meet at least four times a year, or when necessary at the call of the committee chairperson. The goal is to have one meeting as a joint meeting with the Audit committee to review the annual audit report. Regular meeting dates and times will be specified a year in advance. A quorum of the committee membership is required to conduct business and approve motions brought before the committee.

## **Member Composition**

The Finance Committee will be comprised of a minimum of five members. The committee will be composed of at least 60% board members. Members of the committee are to be recommended by the Governance and Nominating Committee and approved by the Dominican Health Care Board.

## **Lead Staff**

The committee will be supported by the CFO, Director of Plant Operations, and members of Lourdes Senior Management and supporting staff as required.

## **Reports**

The committee will receive and review the following reports:

- Quarterly, and annual financial reports
- Investment reports
- Key financial ratios
- Key operating benchmarks
- Reimbursement changes
- Facility reports
- Emerging Issues (Finance, Investments, Facilities, and Business Operations).

## **Annual Committee Goals**

The committee will establish goals each year specifying its principal focus areas for the coming year.



## Finance/Investment/Facilities Committee Job Description

**Title:** Finance Committee Member

### **Responsibilities and Expectations of All Members**

1. Attend at least 75% of all regular and special meetings.
2. Review all mailed material before the meeting.
3. Actively participate in the work of the committee.
4. Actively participate in community activities and functions that are supported or sponsored by Lourdes Senior Community.
5. Provide guidance and recommendations that support the committee's purpose and the Lourdes Senior Community Mission.
6. Maintain professional skills and education that is pertinent to the committee's role and responsibilities.
7. Support the efforts of the committee chair in the conduct of the meeting.
8. Carry out individual assignments either volunteered for or assigned by the committee chair.
9. Avoid and disclose any potential conflict of interest in committee work and recommendations by completion of the annual Conflict of Interest Statement.
10. Promote and advocate the Lourdes Senior Community mission and heritage.

### **Terms**

Committee members are elected for three-year terms by the Governance and Nominating Committee. A member may serve additional terms with the approval of the Board of Directors.

### **Qualifications & Skills**

The committee will be comprised of members who possess various skills in business organization and development, finance, financial reporting, senior care (SNF, independent and assisted living), IT (information technology), legal, facilities management, construction and design, and investments.

### **Time Commitment**

Includes the following areas:

Committee meetings, meeting preparation, education, task assignments, Lourdes community functions.



## Governance and Nominating Committee Committee Charter

### **Purpose**

The purpose of the Governance and Nominating Committee shall be to ensure continuity of membership of the Boards of Lourdes Senior Community through a nomination process, to oversee governance, education and evaluation, and to recommend Board policies, procedures and structure.

### **Responsibilities**

The responsibilities of the Governance and Nominating Committee shall be to:

- evaluate and provide for needed talents and skills on the Board;
- oversee the nomination process for selection of new Members;
- ensure Board education through orientation, on-going Board education sessions and the provision of educational resources;
- recommend annual goals and objectives for the Board with a follow-up work plan;
- oversee the process of Board evaluation and individual member assessment prior to reappointment; and
- develop and recommend Board policies and procedures.
- review the bylaws periodically/every three years.

### **Composition**

The Governance and Nominating Committee members shall be appointed by the Chairperson of the Board. The Committee shall consist of no less than three (3) Board Members. The Chair of the Board and the Chief Executive Officer of Lourdes Senior Community shall serve *ex officio* as voting members of the Committee. The Committee Chair shall be the Chairperson of the Board.

### **Meeting Frequency**

The Governance and Nominating Committee shall meet at least quarterly.

### **Lead Staff**

The lead staff shall be the Chief Executive Officer.

November, 2012

Reviewed: December, 2020



## **Compensation Committee Committee Charter**

### **Purpose**

The Compensation Committee is responsible for providing oversight assistance to the Lourdes Dominican Health Care Board in assessing Lourdes Senior Community's executive compensation packages.

### **Responsibilities**

The Compensation Committee specific responsibilities include:

- Support in the continuing mission of Lourdes Senior Community,
- Review and approve compensation and benefit packages for executive personnel,
- Attend and participate in at least 75% of the committee meetings each year while also being present at other Lourdes Senior Community events (e.g. anniversary celebrations, fund-raising, etc).

### **Meeting Frequency**

The Compensation Committee will meet at least two (2) times a year, or when necessary at the call of the committee chairperson. Regular meeting dates and times will be specified a year in advance.

### **Composition**

The Compensation Committee will be comprised of a minimum of five members and no more than six members. The committee will be composed of 90% board members and 10% member at large. Members of the committee are to be recommended by the Governance and Nominating Committee and approved by the Dominican Health Care Board.

### **Lead Staff**

The Compensation Committee will be supported by the Director of Human Resources.

### **Annual Committee Goals**

The committee will establish goals each year.

### **Reports**

Performance Review Chart

Compensation Analysis

Minutes



## Human Resources Committee Committee Charter

### **Purpose**

The Human Resources Committee is responsible for providing oversight assistance to the Lourdes Dominican Health Care Board in assessing Lourdes Senior Community's Human Resources activities.

### **Responsibilities**

The Human Resources Committee specific responsibilities include:

- Support in the continuing mission of Lourdes Senior Community,
- Review and approve expectations on various Human Resources activities including but not limited to the following: health and welfare plans, employee engagement, labor agreements, leadership development and succession planning and other human resources activities.
- Attend and participate in at least 75% of the committee meetings each year while also being present at other Lourdes Senior Community events (e.g. anniversary celebrations, fund-raising, etc).

### **Meeting Frequency**

The Human Resources Committee will meet up to four (4) times a year, or when necessary at the call of the committee chairperson. Regular meeting dates and times will be specified in advance.

### **Composition**

The Human Resources Committee will be comprised of a minimum of five members and no more than six members. The committee will be composed of a minimum of one board member. Members of the committee are to be recommended by the Governance and Nominating Committee and approved by the Dominican Health Care Board.

### **Lead Staff**

The Human Resources Committee will be supported by the Director of Human Resources.

### **Reports**

Minutes



## Quality/Resident Care Committee Committee Charter

### **Purpose**

The purpose of the Quality / Resident Care Committee shall be to provide oversight assistance to the Lourdes Senior Community Board of Directors in creating and maintaining quality care for the purpose of enhancing overall resident care and quality of life on the Lourdes Senior Community Campus.

### **Responsibilities**

- Assess state and federal compliance for resident care across the Lourdes Senior Community continuum of care.
- Monitor critical compliance guidelines as set forth by the State of Michigan regulatory agencies.
- Monitor selected indicators of comprehensive quality and the associated performance improvement plans around person-centered care.
- Provide recommended approval of administrative and clinical policies and procedures approved by Lourdes Rehabilitation and Healthcare Center Quality Assurance Performance Improvement (QAPI) Committee as well as provide guidance for QAPI initiatives.
- Advise Board of Directors of issues that may impact the safety of residents, families, visitors, and employees including contact with local law enforcement.
- Promote education to the Board of Directors regarding current quality care initiatives.

### **Composition**

The Chairperson of the Board shall appoint the Quality/Resident Care Committee members. The committee shall consist of up to seven (7) and will include board representation and members at large. The Chairperson of the board shall appoint the committee chair. The administrator/director from each facility shall attend the meetings along with the Director of Nursing from Lourdes Rehabilitation and Healthcare Center.

### **Qualifications & Skills**

The individuals shall have expertise in the field of health, quality safety and improvement.

### **Meeting Frequency**

The Quality/Resident Care Committee shall meet at least four (4) times per year or when necessary at the call of the committee chair. Meeting dates and times should be specified on

annual basis. The presence of 50 percent of the committee members is necessary to conduct business or approve motions.

**Lead Staff**

The lead staff shall be the Administrator of Lourdes Rehabilitation and Healthcare Center and the Directors of Mendelson Home, Clausen Manor, and Fox Manor.

Reviewed 2021  
Revised 2/2020  
Revised 5/2019  
Revised 5/2018  
Original 7/2013



## Quality Resident Care Committee Job Description

### Purpose

The purpose of the Quality / Resident Care Committee shall be to provide oversight assistance to the Lourdes Senior Community Board of Directors in creating and maintaining quality care and continuous quality improvement for residents of Lourdes Senior Community.

### Responsibilities and Expectations of All Members

1. Attend at least 75% of all regular and special meetings.
2. Review all mailed material prior to the meeting.
3. Actively participate in the work of the committee.
4. Actively participate in community activities and functions that are supported or sponsored by the Lourdes Senior Community.
5. Provide guidance and recommendations that support the committee's purpose and the mission of Lourdes Senior Community.
6. Maintain professional skills and education that is pertinent to the committee's roles and responsibilities.
7. Support the efforts of the committee chair in the conduction of the meeting.
8. Carry out individual assignments either volunteered for or assigned by the committee chair.
9. Avoid and disclose any potential conflict of interest in committee work and recommendations by the completion of the annual "Conflict of Interest" statement.
10. Promote and advocate the Lourdes Senior Community mission and heritage.
11. Establish expectations for quality and resident care across the Lourdes Senior Community.
12. Monitor selected indicators of comprehensive quality and the associated performance improvement plans.
13. Monitor critical compliance guidelines set forth by regulatory and non-regulatory agencies.
14. Ensure that policies are written governing the nursing care and other services provided to the residents.
15. Review any policies that are presented to the committee and recommend changes as necessary.
16. All policies that are approved as new or approved with updates will be presented to the Board of Directors for the Lourdes Senior Community by the committee chair.
17. The Lourdes Senior Community Board of Directors will approve any new or updated policies prior to the implementation of such policy.
18. A record of the board approval shall be maintained with the policy.

### Terms

Committee members are elected for two-year terms. One third of the members will be elected each year. Members may serve no more than two consecutive terms unless additional terms are approved the by the Board of Directors.

### **Qualifications and Skills**

The individuals shall have expertise in the field of health, quality and improvement.

### **Time Commitment**

Meeting Preparation:	8-10 Hours
Education:	8-20 Hours
Tasks Assignment:	8-20 Hours
Committee Meetings:	8-12 Hours
Lourdes Senior Community Functions:	8-20 Hours
Retreats:	8-12 Hours