

Carolina Health Centers, Inc.
Board of Directors Annual Operating Plan

Board Responsibility:		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Board Annual Meeting					X								
Board Self Evaluation (document to be distributed in advance with results to be presented and discussed at Annual Meeting)					X								
Strategic Plan Review							X						
Review and approve the annual operating budget (Includes review of SFDS)													X
Review and approve the HRSA grant application and budget							X						
Review and approve annual Employee Benefits Plan							X						
Annual review of the QI Plan												X	
Annual review of the Compliance and Risk Management Plan												X	
Review of Annual Audit with Independent Auditor				X									
Approval of provider staffing plan and changes to provider compensation and benefits plan											X		
Annual review of provider credentials and renewal of privileges													X
Annual review of salary scales						X							
Allocation of calendar year-end bonus pool for support staff						X							
CEO Performance Review				X									
		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Schedule of Management Reports													
Organizational Performance Monthly Summary (Finance and Statistics)	Paul Grogan	X	X	X	X	X	X	X	X	X	X	X	X
Organizational Performance Semi-Annual Report (site specific performance, actual to budget, performance metrics)	Paul Grogan			X					X				
Monthly Summary of Quality Measures	Locke Simons	X	X	X	X	X	X	X	X	X	X	X	X
Chief Medical Officer Quarterly Report (includes QI)	Locke Simons			X			X			X			X

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Monthly President's Report	Sue Veer	X	X	X	X	X	X	X	X	X	X	X	X
Development and Corporate Compliance Quarterly Report (includes HR)	Brooke Holloway	X			X			X			X		
Operations Quarterly Report	Miriam Ferguson		X			X			X			X	
Pharmacy Quarterly Report (Dashboard distributed monthly)	Dominic Mellette		X			X			X			X	
Strategic Plan Semi-Annual Progress Report	Sue Veer		X							X			
Family Support Division Annual Report including review of proposed grant budgets (Dashboard distributed monthly)	Georgia Deal					X							