

CHARTER OF THE EXECUTIVE COMMITTEE

Introduction

1. The board of trustees of the Alaska Mental Health Trust Authority (AMHTA) has established an executive committee (the committee).
2. The board has established this charter which sets out the duties and responsibilities of the committee.

Role

3. The role of the executive committee will be to:
 - (a) Ensure development and implementation of policies for governing the AMHTA; and
 - (b) Promptly review emergency grant requests as required by 20 AAC 40.260(f).

Authorities

4. The committee will have the authority to conduct any review appropriate to fulfilling its responsibilities.
5. The committee will have direct access to the chief executive officer (CEO), chief financial officer, legal counsel, as well as all advisors, consultants and asset managers of AMHTA.

Operating Procedures

6. The committee will consist of three board officers: the chair, vice chair, and secretary.
7. The committee will meet at the call of the chair. The committee chair (the chair of the board) will prepare and/or approve an agenda in advance of each meeting.
8. The committee will be supported by staff as required. The committee may invite other professionals to attend meetings and provide pertinent information as deemed necessary.
9. Reasonable public notice of board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of committee meetings will be taken and reports of committee actions and meetings will be made to the board of trustees.

11. The committee will assess its performance annually.

Duties and Responsibilities

GOVERNANCE

12. The committee will carry out the following responsibilities in consultation with CEO and others as required:

- (a) Ensure implementation of governance revisions is completed;
- (b) Review CEO and committee charters at least once every three years and recommend amendments to the board for approval to ensure that charters remain relevant and appropriate; and
- (c) Monitor AMHTA's governance practices and suggest amendments or additions to the board for approval.

GRANT APPROVAL

13. The executive committee will promptly review emergency grant requests as required by 20 AAC 40.260(f).

Review and Amendment of the Charter

14. The board of trustees will review this charter at least once every three years and recommend any amendments to the board for approval as necessary to ensure that the charter remains relevant and appropriate.

15. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE FINANCE COMMITTEE

Introduction

1. The board of trustees of the Alaska Mental Health Trust Authority (AMHTA) has established a finance committee (the committee) to assist the board in the financial oversight of and strategic financial planning for AMHTA.
2. The board has established this charter which sets out the duties and responsibilities of the committee.

Role

3. The role of the finance committee will be to complete the following activities in consultation with the chief executive officer (CEO), chief financial officer (CFO), and others as necessary:
 - (a) Develop or recommend investment and financial management policies for approval by the board;
 - (b) Oversee the implementation of approved investment and financial management policies on behalf of the board in accordance with Trust statutes and regulations and the committee charter adopted by the board;
 - (c) Monitor budget status and investment performance on an ongoing basis;
 - (d) Advise the board regarding improving effectiveness and efficiency of financial management activities;
 - (e) Review AMHTA's memorandum of agreement (MOA) with the Alaska Permanent Fund Corporation as outlined in the MOA or not less than every 3 years and recommend for approval to the board of trustees;
 - (f) Review AMHTA's MOA with the Department of Revenue as outlined in the MOA or not less than every 3 years and recommend for approval to the board of trustees; and
 - (g) Provide the committee's written input and feedback to the CEO in support of the annual performance evaluation of the chief financial officer.

Authorities

4. The committee will have the authority to conduct any review appropriate to fulfilling its responsibilities.

5. The committee, through the CEO, will have access to the CFO, legal counsel, advisors, consultants and asset managers.

Operating Procedures

6. The committee will consist of a committee of the whole board.
7. The committee will meet at least four times annually, or more frequently by call of the committee chair in consultation with staff. The committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The committee will be supported by staff as required. The committee may invite other professionals as deemed necessary, to attend meetings and provide pertinent information.
9. Reasonable public notice of board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of committee meetings will be taken and reports of committee actions and meetings will be made to the board of trustees.
11. The committee will provide a public comment period based upon recommendation by staff early in meetings before taking actions on any decisions as needed.
12. The committee will assess its performance annually.

Duties and Responsibilities

FINANCIAL MANAGEMENT

13. The committee will carry out the following responsibilities with respect to the financial oversight AMHTA in consultation with the CEO, CFO, and others as required:
 - (a) Ensure development of policies for investment and financial management;
 - (b) Advise the board on the implementation of approved investment and financial management policies;
 - (c) Review administrative budgets for the Trust Authority Office and the Trust Land Office and then forward a recommended budget to the board for approval;
 - (d) Regularly review whether the allocation of principal and interest established in 20 AAC 40.610 remains consistent with AS 37.14.031(d); and

(e) Ensure effective succession planning for the CFO position.

Review and Amendment of the Charter

14. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.
15. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE AUDIT AND RISK COMMITTEE

Introduction

1. The board of trustees of the Alaska Mental Health Trust Authority (AMHTA) has established an audit and risk committee (the committee) to assist the board in managing the annual financial audit process and identifying and addressing organizational risk.
2. The board has established this charter which sets out the duties and responsibilities of the committee.

Role

3. The role of the audit and risk committee will be to complete the following activities in consultation with the chief executive officer (CEO), chief financial officer (CFO), and others as necessary:
 - (a) Develop policies for managing the annual financial audit process;
 - (b) Ensure systems are in place to conduct a forward-looking analysis of organizational risk in the areas of finance, human capital, operations, technology, reputation, physical, governance, and management and to address identified risk;
 - (c) Annually review the organization's risk management plan;
 - (d) Monitor the integrity of the financial reporting process and the system of internal controls and procedures regarding finance, accounting, and legal compliance;
 - (e) Review the performance and independence of the AMHTA's external auditors;
 - (f) Provide an avenue of communication among external auditors, management, CFO, and the board; and
 - (g) Provide the committee's written input and feedback to the CEO in support of the annual performance evaluation of the CFO.

Authorities

4. The committee will have the authority to conduct any review appropriate to fulfilling its responsibilities.

5. The committee will have direct access to the external auditors as well as, through the CEO, to the CFO, legal counsel, as well as all advisors, consultants and asset managers of the Trust.

Operating Procedures

6. The committee will consist of a committee of the whole board.
7. The committee will meet as needed to oversee the audit process. The committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The committee will be supported by staff as required. The committee may invite auditors or other professionals as deemed necessary to attend meetings and provide pertinent information.
9. Reasonable public notice of board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of committee meetings will be taken and reports of committee actions and meetings will be made to the board of trustees.
11. The committee will assess its performance annually.

Duties and Responsibilities

INTERNAL CONTROLS

12. The committee will carry out the following responsibilities with respect to internal controls in consultation with the CEO, CFO, and others as necessary:
 - (a) Monitor audit and risk management policies and practices to ensure that things are carried out according to policy and with adequate controls;
 - (b) Review internal controls and procedures of the Trust Land Office (TLO) from time to time in order to ensure that the operations of the TLO are performed in a secure and appropriate manner;;
 - (c) Oversee the annual independent audit process, including engaging the independent auditor and receiving all reports and management letters from the auditor;
 - (d) Review the annual audited financial statements prior to filing or distribution of the final report. This review should include discussion with management and

- external auditors of significant issues regarding accounting principles, practices, and judgments;
- (e) Recommend approval of the audit to the full board;
 - (f) In consultation with the CEO, CFO, and the auditors, consider the integrity of the financial reporting processes and controls; discuss significant financial risk exposures and the steps management has taken to monitor, control, and report such exposures; and review significant findings prepared by the external auditors and the chief financial officer together with management's responses;
 - (g) Discuss any significant changes to applicable accounting principles and any items required to be communicated by the auditors;
 - (h) Periodically review with the AMHTA's counsel any legal matters that could have a significant impact on AMHTA's financial statements, AMHTA's compliance with applicable laws and regulations, and any inquiries received from regulators or governmental agencies;

EXTERNAL AUDIT

13. The committee will have the following responsibilities with respect to the AMHTA's annual external auditors:
- (a) Review the external auditors' audit plans;
 - (b) Consider the external auditors' judgments about the quality and appropriateness of the AMHTA's accounting principles as applied in its financial reporting;
 - (c) Discuss with management and the external auditors the quality of the accounting principles and underlying estimates used in the preparation of the Trust's financial statements;
 - (d) Discuss with the external auditors the clarity of the financial disclosure practices used or proposed by the AMHTA;
 - (e) Review the performance and independence of the auditors and periodically recommend to the board of trustees the appointment of the external auditors or approve any discharge of auditors when circumstances warrant; and
 - (f) On an annual basis, review and discuss with the external auditors all significant relationships the auditors have with the AMHTA that could impair the auditors' independence.

Review and Amendment of the Charter

14. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.
15. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE RESOURCE MANAGEMENT COMMITTEE

Introduction

1. The board of trustees of the Alaska Mental Health Trust Authority (AMHTA) has established a resource management committee (the committee) to assist the board in advising the Trust Land Office (TLO) on managing AMHTA's non-cash assets including land and natural resources.
2. The board of trustees has, for greater clarity, established this charter which sets out more specific terms, duties and responsibilities of the resource management committee (RMC).

Role

3. The role of the resource management committee will be to complete the following activities in consultation with the CEO, executive director (ED) of the TLO, and others as necessary:
 - (a) Ensure development of policies for protecting, enhancing, and managing AMHTA's non-cash resources in the best interests of the beneficiaries for approval by the board;
 - (b) Oversee implementation of policies at the direction of and on behalf of the board in accordance with Trust statutes, regulations and the committee charter adopted by the board;
 - (c) In consultation with the CEO and ED of the TLO, ratify the goals and objectives of the Trust Land Office and forward them to the board of trustees for their approval;
 - (d) Review AMHTA's memorandum of agreement (MOA) with Department of Natural Resources for management of the TLO as outlined in the MOA or not less than every 3 years and recommend for approval to the board of trustees; and
 - (e) Provide the committee's written input and feedback to the CEO in support of the annual performance evaluation of the ED of the TLO as per the MOU.

Authorities

4. The committee will have the authority to conduct any review appropriate to fulfilling its responsibilities.

5. The committee, through the CEO, will have access to the ED of the TLO, legal counsel, as well as all advisors and consultants of AMHTA.

Operating Procedures

6. The committee will consist of a committee of the whole board.
7. The committee will meet at least four times annually, or more frequently by call of the committee chair in consultation with staff. The committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The committee will be supported by staff as required. The committee may invite other professionals as deemed necessary to attend meetings and provide pertinent information.
9. Reasonable public notice of board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. The committee will maintain minutes of committee meetings and periodically report to the board of trustees on significant results of the committee's activities.
11. The committee will provide a public comment period based upon recommendation by staff early in meetings before taking actions on any decisions as needed.
12. The committee will assess its performance annually.

Duties and Responsibilities

PLANNING

13. The committee will provide support to the ED of the TLO in establishing the policies of the TLO.
14. Review and provide input for revising the resource management strategy not less than every three years.

TRUST LAND MANAGEMENT

15. The committee will carry out the responsibilities below with respect to management of AMTHA lands through the authority of the TLO:
 - (a) Ensure that AMHTA land is managed in the best interest of the beneficiaries of the Trust so as to ensure that the overall value of the Trust's assets not be diminished through management actions or disposals;

- (b) Focus on maximizing and diversifying revenue, both principal revenue and income, in the management of Trust lands; and
- (c) Work with the ED of the TLO to report the TLO's efforts and results in this regard at regular intervals established by the board.

REAL ESTATE INVESTMENTS

16. The committee will carry out the following responsibilities with respect to the real estate investments:

- (a) Define a real estate investment policy and strategy, and review annually; and
- (b) Monitor investment activities and performance, and report to the board.

FINANCIAL

17. The committee will carry out the following financial responsibilities:

- (a) Review and consult, as delegated by the board, disposals with an annual lease rental more than \$50,000 and not to exceed \$500,000; and disposals with sale revenues more than \$250,000 and less than \$1,000,000. This authority includes disposals that could produce revenues in the form of royalties that exceed this revenue limit if the disposal is an extension or expansion of an existing lease that has previously been subject to the consultation process, so long as any expansion or addition to that lease does not exceed 25% of the original lease acreage; and
- (b) Approve project-specific expenditures from the principal, budget reserves or the facility maintenance account between \$50,000 and \$100,000.

FINANCE, ACCOUNTING AND AUDIT

18. The committee will work with the ED of the TLO to assure that appropriate financial and operational controls and procedures are put in place to safeguard AMHTA assets. The committee will coordinate with the CEO and ED of the TLO to prepare any necessary management response to any issues of significant concern related to the TLO on the part of the external auditor.

COMMUNICATIONS

19. The committee will:

- (a) Ensure that TLO activities support the mission of AMHTA.
- (b) Review communications plan regarding resource management related issues requiring legislative or public advocacy.

Review and Amendment of the Charter

20. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.

21. The board of trustees adopted this charter on October 27, 2017.

CHARTER OF THE PROGRAM AND PLANNING COMMITTEE

Introduction

1. The board of trustees of the Alaska Mental Health Trust Authority (AMHTA) has established a program and planning committee (the committee) to assist the board in the program and planning oversight of the AMHTA.
2. The board has established this charter which sets out the duties and responsibilities of the committee.

Role

3. The role of the program and planning committee will be to complete the following activities in consultation with the chief executive officer (CEO), executive director of mental health policy and programs, and others as necessary:
 - (a) Ensure development of program policies to meet needs and improve the circumstances of beneficiaries; and recommend to the board for approval;
 - (b) Oversee implementation of plans at the direction of and on behalf of the board in accordance with AMHTA statutes and regulations and the committee charter adopted by the board;
 - (c) Work with the executive director of mental health policy and programs to identify and forecast the status and needs of beneficiaries;
 - (d) Review program policies and plans to meet needs and improve circumstances of beneficiaries; and recommends to the board for approval as appropriate;
 - (e) Evaluate the implementation of approved policies and plans affecting beneficiaries;
 - (f) Assure that the Trust Authority Office is working with the Department of Health and Social Services to complete and review status of / monitor status and outcomes annually update the comprehensive integrated mental health program;
 - (g) Serve as the primary interface for statutory advisory boards;
 - (h) Review AMHTA's memoranda of agreement with statutory advisory boards as outlined in the MOAs or not less than every 3 years and recommends for approval to the board of trustees; and

- (i) Provide the committee's written input and feedback to the CEO in support of the annual performance evaluation of executive director of mental health policy and programs.

Authorities

4. The committee will have the authority to conduct any review appropriate to fulfilling its responsibilities.
5. The committee, through the CEO, will have access to the executive director of mental health policy and programs, legal counsel, as well as all advisors and consultants of AMHTA.

Operating Procedures

6. The committee will consist of a committee of the whole board.
7. The committee will meet at least four times annually, or more frequently by call of the committee chair in consultation with staff. The committee chair will prepare and/or approve an agenda in advance of each meeting.
8. The committee will be supported by staff as required. The committee may invite other professionals as deemed necessary, to attend meetings and provide pertinent information.
9. Reasonable public notice of board and committee meetings shall be provided in accordance with AS 44.62.310. Meetings of the board and its committees are subject to the Open Meetings Act, AS 44.62.310 and 44.62.312.
10. Minutes of committee meetings will be taken and reports of committee actions and meetings will be made to the board of trustees.
11. The committee will assess its performance annually.
12. The committee will provide a public comment period based upon recommendation by staff early in meetings before taking actions on any decisions as needed.

Duties and Responsibilities

REPORTING

13. The committee will carry out the responsibilities below with respect to the program operations of the Trust Authority and will execute them in consultation with the CEO and executive director of mental health policy and programs:

- (a) Review the status of the Trust Authority's mission, corporate goals, objectives and performance measures, and annual report to the Office of Management and Budget;
- (b) Review the performance of Mental Health Trust Authority Authorized Receipts (MHTAAR) and authority grant funded projects annually; and
- (c) Review the status of the comprehensive integrated mental health program and planning efforts.

PLANNING

- 14. The committee will have the responsibilities below with respect to the AMHTA's strategic planning and program development and will execute them in consultation with the CEO and executive director of mental health policy and programs:
 - (a) Review program related policies or initiatives including the State of Alaska's comprehensive integrated mental health program plan;
 - (b) On an annual basis, review and monitor the development of the Trust Authority's budget related process and recommendations; and
 - (c) Invite statutory advisors, key stakeholders, and relevant content experts to participate in discussions and planning activities.

FINANCIAL

- 15. Allocate grant funds previously approved by the full board but not allocated to a specific grantee up to \$500,000.
- 16. As delegated by the board, approve changes of intent for MHTAAR grants involving the carry-over from one state fiscal year to another.

COMMUNICATION

- 17. Review communications plan regarding beneficiary related issues requiring legislative or public advocacy.

Review and Amendment of the Charter

- 18. The board of trustees will review this charter at least once every three years and make any amendments as necessary to ensure that the charter remains relevant and appropriate.
- 19. The board of trustees adopted this charter on October 27, 2017.