

BOD Executive Committee Policy Monitoring Form

Committee:	BOD Executive Committee	
Present:	Board: Rahul Gupta, Marsha Wagstaff, Jenni Frazer, Kristin Taulbee and Rachel Sams Staff: Colleen Chamberlain, Kelley Brown	
Date:		
Questions considered during policy review: 1. Is the policy understandable? 2. Is there compliance with the policy? 3. Are revisions recommended?		
Policies Reviewed:		
C-1	Global Board of Directors-Executive Director Relationship	<input checked="" type="checkbox"/> Notes: 5. Substitute accomplishments with goals
C-2	Delegation and Accountability of the Executive Director	<input checked="" type="checkbox"/> Notes: 1. The Board of Directors sets written policies for compliance by the Executive Director in order to achieve organizational ENDS. The Executive Director is responsible for the reasonable interpretation and application of these policies. The Executive Director retains all authority to direct staff and is accountable for organizational performance. 2. Replace “Executive means” with “Executive Actions.” 3. Leave out word Domains. (I was unable to find the reference for this term) or use domains as a common word and not a reference to something else. Continue with the Board of Directors may change the scope of choice given to the Executive Director through formal action or policy change, unless changed, the Board of Directors and its members will respect and support the choices of the Executive Director. This does not limit the Board of Directors from obtaining information from the Executive Director except for client specific data. (I have attempted to move to plain language and tried to capture all of the elements. Please see the attached explanation from the Policy Governance model C-2)
C-3	Executive Director Job Description	<input type="checkbox"/> Notes: Tabled until next meeting so that the actual Executive Director’s Job Description can be compared with policy.
C-4	Emergency Executive Succession	<input checked="" type="checkbox"/> Notes: Remove “may not have less” and replace with “shall have at least”

BOD Executive Committee Policy Monitoring Form

D-1	General Executive Constraint	<input checked="" type="checkbox"/> Notes: "Accordingly, the Executive Director must:" <ul style="list-style-type: none"> 1. Replace "without " with "with." <li style="padding-left: 20px;">1.1 "Allow staff to grieve." 2. "Not retaliate..." 3. "Prepare staff..." 4. Remove to be without 5. "Provide staff with information about...."
D-2	Financial Planning and Condition	<input checked="" type="checkbox"/> Notes: "Accordingly, the Executive Director will allow budgeting which:" <ul style="list-style-type: none"> 1. "Contains adequate detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails." (I am unsure about the meaning of " disclosure of planning assumptions, therefore I eliminate it.) 2. "Does not create a deficit in any fiscal year that is greater than the anticipated revenues, plus the carryover funds from the previous year." 3. Maintains a fixed reserve amount of \$6 million that includes the restricted reserve amount of \$5 million. The unrestricted reserve may be accessed if approved by the Board of Directors without changes to this policy." 4. "Maintain sufficient cash flow so that 60 days of unencumbered revenue is available." 5. "Does not allow payments or filings to be overdue or inaccurate." 6. "Is consistent with the Board of Directors' ENDS policy priorities." 7. Eliminate the word "less." 8. "Keeps the Board of Directors informed about financial performance."
D-3	Asset Protection	<input checked="" type="checkbox"/> Notes: "The Executive Director will ensure that assets are protected, adequately maintained and

BOD Executive Committee Policy Monitoring Form

		<p>covered for risk.”</p> <p>“Accordingly, the Executive Director will ensure:</p> <ol style="list-style-type: none"> 1. Board members, staff, and the organization itself is adequately protected against theft, casualty, and liability losses. 2. Adequate bonding of personnel 3. Property, plant and equipment receive appropriate maintenance. 4. the organization, its Board of directors and staff are not reasonable exposed to claims of liability. 5. That any purchase or commitment by the organization by contract as an administrative expenditure is not greater than \$40,000. 6. That any purchase or commitment by the organization by contract to any service for operational reasons is not greater than \$25,000 per ORC 340.03 F(1) 7. Purchases are made through competitive bidding as established by the state of Ohio. 8. Purchases do not create a conflict of interest. 9. Receipt, processing, and disbursement of funds is sufficient to meet the Auditor of State’s standards. 10. Acquisition, encumberment, and disposal of real property is approved by the Board of Directors. 11. Formal requests to the County Commissioners for the placement of a property tax levy or other revenue generating tax issue is authorized by the Board of Directors. 12. The organization’s public image, credibility, and its ability to accomplish the ENDS is not at risk.”
D-4	Compensation and Benefits	<input checked="" type="checkbox"/> Notes: Replace “ may not cause or allow jeopardy” with “will not cause”
D-5	Communication and Support to the Board of Directors	<p>“ The Executive Director will inform the Board of Directors of the board’s work.</p> <p>Accordingly, the Executive Director will:</p>

BOD Executive Committee Policy Monitoring Form

		<ol style="list-style-type: none"> 1. Inform the Board of Directors of relevant trends, anticipated adverse media coverage, or substantial issues that may impact previously established Board of Director policies. 2. Ensure official communication for Board of Directors, officers, and communications. 3. Deal with the Board of Directors in an impartial way. 4. Make the Board of directors aware of any actual or expected noncompliance with the ENDS policy or Executive limitations policy. 5. Raise the Board of Directors awareness, if in the Executive Director’s opinion, the Board of Directors is not in compliance with their own governance policies and processes and any possible effect this may have on the relationship between the Board of Directors and the Executive Director. 6. Inform the board of Directors of any new commitments or changes in existing commitment. 7. Identify Board of Directors training needs. 8. Provide Board of Directors sufficient information to make informed decisions on agenda items. 9. Allow the Board of Directors to do its work focusing on items that are required by law, regulation, or contract and that are not delegated to the Executive Director. 10. Not hinder access to the Board of Directors for any person who alleges unethical, unlawful action or circumstance in the organization and its representatives. 11. Allow the Board of Directors, including its officers and committees, access to sufficient logistical and clerical assistance.”
D-6	Service Providers Receiving Funding from the Board of Directors	<p><input checked="" type="checkbox"/> Notes: “The Executive Director will not enter into any grant or contract arrangement with service providers that fails to meet the ENDS policy.”</p> <p>Accordingly, the Executive director will:</p>

BOD Executive Committee Policy Monitoring Form

		<p>1. Notify service providers of restrictions on particular methods and activities that would cause the imprudent, unlawful, or unethical use of funds.</p> <p>2. Not make grants or contracts with service providers.....</p> <p>Eliminate #3 as it is repetitive of #2</p>
<p>Meeting Minutes:</p> <p>Committee members reviewed Board Governance Policies C1-D6, with the exception of C3, which was tabled until next meeting so the Executive Director's Job Description can be compared to the policy.</p> <p>The committee will meet again following the April 14th board meeting to discuss the FY22 Slate of Officers.</p> <p>Another meeting is scheduled for April 21st at 5 p.m. to compare Board Governance Policy C3 with the Executive Director's Job Description and to discuss Colleen's evaluation and evaluation tool.</p> <p>A tentative meeting was also scheduled for May 5th at 5 p.m. if needed.</p>		