

Oregon Mortuary & Cemetery FY2009
Board Best Practices Self-Assessment Individual Scorecard

FILE COPY

handout

2009-07-28

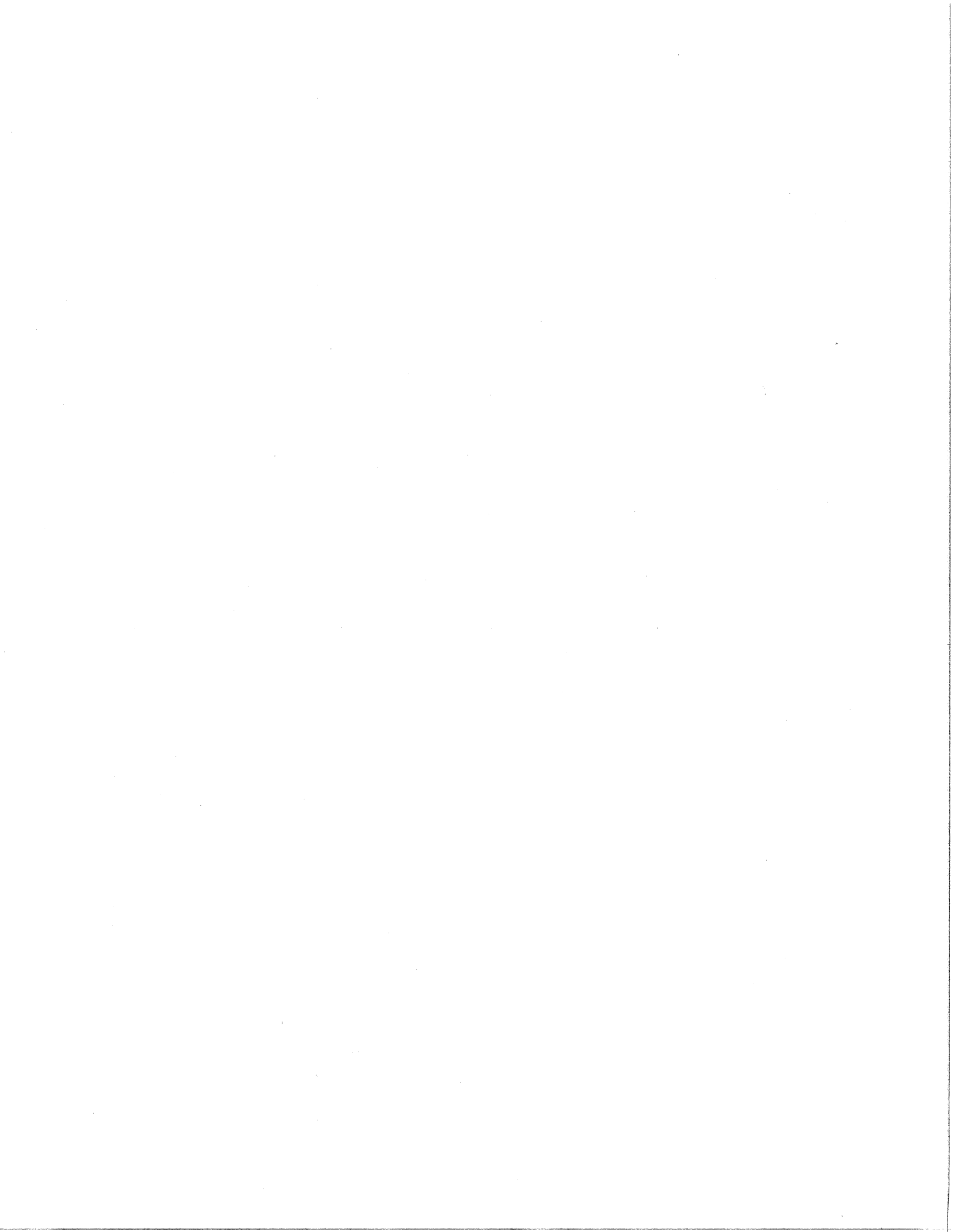
General Instructions

OMCB board members are required to *individually evaluate* the board's adherence to a set of standard board governance best practices established by the Oregon legislature in 2005-2007 with a required reporting for the FY2009 by September 30th, 2009. These results will continue to be reported each year as part of our *Annual Performance Progress Report*.

If you have any questions about this Key Performance Measure, or have any questions about the form and/or criteria, please contact Michelle Gaines at 971.673.1502.

OMCB FY2009 Board Best Practice Assessment Process

1. July 28th, 2009 Board Meeting
2. The Board will discuss the assessment criteria, form, as well as ask any clarifying questions relevant to the fiscal year being assessed.
3. Individual board members will then complete the attached scorecard **prior** to the September board meeting. *Your assessment should only cover the period from July 1st 2008 through June 30th, 2009 only.*
4. Board members should complete the survey individually during the identified time, and submit to the committee members for tabulation of the results.
5. The board will discuss the results—particularly the results for those areas where there are disparate responses or where the group agrees that they are not adhering to a best practice.
6. The group's joint response to each best practice will be recorded on a composite score card. If consensus is not achieved on a line item, the board is required to record the response as "no." This composite score will be used to determine the percentage of best practices met.
7. Once the above table has been completed, the board will discuss responses to the following questions. Responses will be integrated into the Annual Performance Progress Report, which is due from agencies on September 30th.
 - How are we doing?
 - How do we compare to others and/or to our target? (Once this data is available.)
 - What factors are affecting our results?
 - What needs to be done to improve future performance?



Oregon Mortuary & Cemetery FY2009

Board Best Practices Self-Assessment Individual Scorecard

Board Member Name: _____ Date: _____

| Best Practices Criteria | Assessment Criteria | Yes | No |
|--|---|-----|----|
| 1. Executive Director's performance expectations are current. | <ul style="list-style-type: none"> • The goals and expectations for both the Executive Director and the Agency overall are formally reviewed at a board meeting at least once a year, in January or March. | | |
| 2. Executive Director's receives annual performance feedback. | <ul style="list-style-type: none"> • The Board Chair and Executive Director discuss performance at least quarterly. • The Executive Director receives a formal written performance appraisal in July. | | |
| 3. The agency's mission and high-level goals are current and applicable. | <ul style="list-style-type: none"> • The Agency has a strategic plan that projects out at least six to ten years. • The plan is reviewed annually to fine-tune it as new needs and issues arise. • The strategic plan is integrated with agency performance measures to support the long- and short-range planning and mission. • Progress toward plan is presented annually to the Board for its review. | | |
| 4. The board reviews the Annual Performance Progress Report. | <ul style="list-style-type: none"> • The Annual Performance Progress Report is reviewed by the board at the end of each fiscal year. | | |
| 5. The board is appropriately involved in review of agency's key communications. | <ul style="list-style-type: none"> • Information releases are reviewed with board president prior to release. • Any communications reflecting a shift in policy, philosophy, mission or direction are reviewed with full board, and votes taken when required. • Copies of all information releases or similar communications are sent to all board members in a timely manner. | | |
| 6. The board is appropriately involved in policy-making activities. | <ul style="list-style-type: none"> • All policy changes are discussed and/or voted on in board meetings. • Board members review all reports and minutes. • Board sub committees are appointed when needed. | | |
| 7. The agency's policy option packages are aligned with their mission and goals. | <ul style="list-style-type: none"> • All policy option budget packages are reviewed at board meeting prior to submittal of an agency request budget. • All policy option package narratives contain outcome measures and specify alignment to mission and goals of the agency. | | |
| 8. The board reviews all proposed budgets. | <ul style="list-style-type: none"> • The board reviews the agency request budget at, or before the July meeting of even number years. | | |

Oregon Mortuary & Cemetery FY2009
Board Best Practices Self-Assessment Individual Scorecard

| Best Practices Criteria | Assessment Criteria | Yes | No |
|---|---|-----|----|
| 9. The board periodically reviews key financial information and audit findings. | <ul style="list-style-type: none"> • The board reviews all executive director financial and payroll transactions annually at its November board planning meeting. • The Board reviews all agency performance audits. • Bimonthly reports on agency finances are presented to the board. | | |
| 10. The board is appropriately accounting for resources. | <ul style="list-style-type: none"> • All board expenditures are reviewed by the Executive Director, as well as DAS Accounting representative and results reported to the board for review. • Staff conducts a physical inventory of all agency property annually. | | |
| 11. The agency adheres to accounting rules and other relevant financial controls. | <ul style="list-style-type: none"> • Board staff prepare all transaction entries in accordance with Oregon Statute, Oregon Administrative Rules, Oregon Accounting Manual, and Generally Accepted Accounting Principles. • Internal controls are documented and regularly reviewed. • Interagency payments and transfers are reviewed for timeliness | | |
| 12. Board members act in accordance with their roles as public representatives. | <ul style="list-style-type: none"> • Board members appropriately recuse themselves from board actions or discussions which create an actual or potential conflict of interest. • Board members comply with Oregon ethics laws. • The Board follows public meeting and records laws. • Board member expense reimbursements are internally audited. • New board members attend orientation and training provided by the agency as well as the Governor's office. | | |
| 13. The board coordinates with others where responsibilities and interests overlap. | <ul style="list-style-type: none"> • Board members and staff participate in appropriate professional associations. • Board staff meet regularly with staff from DCBS, DHS and other agencies. • The board forms community advisory committees or sponsors other arenas for discussion with stakeholders when appropriate. | | |
| 14. The board members identify and attend appropriate training sessions. | <ul style="list-style-type: none"> • Board members utilize the Governor's Board training. • Board members participate in an in-house orientation. • Board members attend other training, as identified or mandated. | | |
| 15. The board reviews its management practices to ensure best practices are utilized. | <ul style="list-style-type: none"> • The board has adopted board management practices. • The board reviews all board practices annually | | |