

Handout
2009-01-27

Oregon Mortuary & Cemetery FY2008-2009
Board Best Practices Self-Assessment Progress Scorecard
For review at January Meeting

| Best Practices Criteria | Assessment Criteria | Status |
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| 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. | <ul style="list-style-type: none"> • Strategic Policy Framework reviewed at January Meeting for use during session. • Agency and Director goals and expectations will be reviewed at March meeting (year to date performance as well as goals). |
| 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. | <ul style="list-style-type: none"> • President and Director last discussed performance at end of October. Next quarterly review is at end of January. • Written appraisal will be scheduled 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. | <ul style="list-style-type: none"> • The Board is currently updating strategic plan based on activities since October retreat. • The Board has established a standing item to discuss strategic plan and issues at each board meeting, starting with the January meeting. • The strategic plan has not yet been tied to the existing performance measures. • Progress toward plan report review will begin in the March or May meeting, depending on completion of prior point. |
| 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. | <ul style="list-style-type: none"> • The APPR was last reviewed at the July 2008 meeting, and will be reviewed next at the July 2009 meeting. |

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| <p>5. The board is appropriately involved in review of agency's key communications.</p> | <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. | <ul style="list-style-type: none"> • All press releases have been reviewed by president and governor's office before release. • No communications to date reflecting a shift in policy, etc, have been made without first addressing before board. • Board members have been given email addresses for communication and archiving. • Copies of information releases have been sent to members within a few hours before release. • Other communication between meetings could be more timely. |
| <p>6. The board is appropriately involved in policy-making activities.</p> | <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. | <ul style="list-style-type: none"> • |
| <p>7. The agency's policy option packages are aligned with their mission and goals.</p> | <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. | <ul style="list-style-type: none"> • All policy packages for the 2009-2011 budget year were reviewed by the Board prior to submittal. • The 2009-2011 budget documents required outcome measures tied to mission and goals; currently tied at ability to meet statutory mission. |
| <p>8. The board reviews all proposed budgets.</p> | <ul style="list-style-type: none"> • The board reviews the agency request budget at, or before the July meeting of even number years. | <ul style="list-style-type: none"> • The agency request budget was reviewed at the March, May and July 2008 Board meetings. • The next cycle of review will start in January in 2010. |
| <p>Best Practices Criteria</p> | <p>Assessment Criteria</p> | <p>Yes</p> |
| <p>9. The board periodically reviews key financial information and audit findings.</p> | <ul style="list-style-type: none"> • The board reviews all executive director financial and payroll transactions annually at its October board planning meeting. • The Board reviews all agency performance audits. • Bimonthly reports on agency finances are presented to the board. | <ul style="list-style-type: none"> • The Director transactions will be reviewed at the January meetings. • No performance audits have yet been released for the 2009-2009 fiscal year. • Bimonthly accounting statements have been included in the Executive Director report presented at the Board meetings. |

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| <p>10. The board is appropriately accounting for resources.</p> | <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. | <ul style="list-style-type: none"> • The Director reviews all expenditures at time of approval of the invoices, as well as in review of monthly detailed account statements. • DAS reviews each transaction, and also audits all month-end numbers. • Staff have conducted and reported on information technology assets as per requirements this year. • |
| <p>11. The agency adheres to accounting rules and other relevant financial controls.</p> | <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 | <ul style="list-style-type: none"> • DAS monitors compliance of each transaction. • The Director has reviewed the existing internal controls for processing of incoming receipts as of February. • |
| <p>12. Board members act in accordance with their roles as public representatives.</p> | <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. | <ul style="list-style-type: none"> • The administrator, Director and DAS staff review board member expense reports. • |
| <p>13. The board coordinates with others where responsibilities and interests overlap.</p> | <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. | <ul style="list-style-type: none"> • Compliance staff have established an ongoing regular meeting with staff from DCBS. • Staff have been meeting as needed with staff from DHS. • The Board had established a community advisory committee for input to the current rule making process. |

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| 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. | <ul style="list-style-type: none">• Next opportunity for Governor's training is in March. |
| 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 | |