MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: VICKI MAYES

SUBJECT: EVALUATION, BUDGET AND PLANNING CYCLE

DATE: OCTOBER 5, 2010 (DECEMBER UPDATE)

BACKGROUND:

The Board Team (Commissioners and Executive Director) completed a facilitated self-evaluation with IAPD and Beth Michaels on Sep. 21, 2010. This memo outlines potential next steps to establish an annual Evaluation, Budget and Planning Cycle.

It also outlines recommendations from the facilitator and Director to help manage meeting times, to keep discussion focused and on the "Balcony View", to allow for productive discussions that result in clear decisions.

ANNUAL EVALUATION, BUDGET AND REGULAR ACTIONS PLANNING CYCLE:

Recommendations:

1. Establish the annual goal setting, budget planning an evaluation calendar cycle. **DONE**
2. Establish the annual planning calendar. **DONE**
3. Establish the Board Team's (Commissioners and Director) Operating Principles, including board meeting management standards.
4. Establish the process and format for both the annual District evaluation, Board self-evaluation, and the Director evaluation.
5. Finalize the FY11-12 goals, measures and monitoring agreements; identify an interim process for FY10-11. **WORK ON NEXT**
6. Finalize the set of annual study session topics that correlate with key issues.

Notes:

- The Director has drafted a schedule that includes a month-by-month cycle of evaluation, budget and planning actions as a tool for the 10/05/2010 meeting. **UPDATED MONTHLY**
- Organize a committee of the President, Director, and one other Commissioner to complete a planning cycle for annual evaluation, budget development and regular actions and return to the Board with a product. **DONE**
- Organize a committee of two Commissioners and the Director to work on a format for the District and Board self-evaluation and Director evaluation and return to the Board with a product. Be able to define what good looks like. **LITTLE SUCCESS IN**

LOCATING EXAMPLES. BOB, MEREDITH AND MICHAEL WERE WILLING TO TALK TO OTHERS.

- As a Board Team (Commissioners and Director), identify an interim process for FY 10-11 both for the Board and Director. The Director suggests using the 2010-2011 Strategic Goals listed for the Executive in the annual budget and identify measures and monitoring agreements (define what good looks like – Nancy will reword).
- As a Leadership Team (Commissioner, Director and all her direct reports), establish the FY11-12 goals, measures and monitoring agreements (establish what good looks like). **NANCY, DEB AND VICKI NEED TO MEET**
- As a Board Team (Commissioners and Director) establish any additional measures and monitoring agreements for the Director in FY11-12 (establish what good looks like).
- Establishing Operating Principles would complete an element of the Distinguished Agency Certification process.

MEETING MANAGEMENT:

Recommendations to help manage meetings until Operating Principles are established:

1. The Board focus is on the "Balcony View". The Director and staff focus is on the "Dance Floor View".
2. The President and Director will set Guiding Questions for critical discussions leading to decisions for each study session and regular board meeting. Guiding Questions are designed to help keep focus on the most important or most critical issue to be considered. **ESTABLISH A ROUTINE**
3. The President and Director will set a discussion/action time for each study session and regular board meeting agenda. **ESTABLISH A ROUTINE**
4. Commissioners limit discussion of meeting minutes to items that are of substantive relevance to the Board's action. Primarily, has the action be stated exactly as it appeared on the agenda, has the motion been stated correctly, and has the vote been recorded exactly. Substantive relevance may also be a discussion summary that a Commissioner feels is relevant to the Board's action.
5. Establish a rotation so that each Commissioner meets with the Director and Business Manager to review the Monthly Accounts Payable. Create a procedure for the reviewer to comment to the other Commissioners. Move the Monthly Accounts Payable to the Consent Agenda. **NEED TO FINALISE PROCESS.**

Notes:

- Each agenda item takes a minimum of 5 minutes.
- UPD does not take verbatim minutes. There are very few things that the District does which require that level of accuracy. The Director will create a form that Commissioners can use for Scribner's Errors in the minutes or in the Philanthropy Report. The Commissioners may also circle and write directly on the minute set/report and return it to the Director without calling attention to it during the meeting.
- The Director and Business Manager can review the Monthly Accounts Payable by the Wednesday prior to each regular board meeting. In 1999 the General Assembly passed a law that requires local units of government to pay accounts in a timely manner. That

means that anything on the Monthly Accounts Payable has already been paid. There is still a law on the books that requires the Board the take action on the Monthly Accounts Payable before they can be paid but it is in effect negated by the 1999 legislation. Never-the-less the action is still required. The Monthly Accounts Payable are bills that relate to approved budget goals. The Consent Agenda can include a note that all bills were reviewed by a representative of the Board prior to the meeting. A benefit of this procedure would be that each Commissioner has an opportunity to learn more about the operational and financial functions of the District.

- The "Balcony View" is the Monthly Budget and the Treasurer's Report. The Monthly Budget is the 21 page document that has each major fund, the current balance, the % spent, and comparisons to the previous 4 years. The "Dance Floor" view is the Monthly Accounts Payable.
- Once the Board Team improves meeting management to so the meetings are held to a target time for a regular meeting of 2 hours, more detailed monthly strategic reports can be included in the annual meeting schedule.