

Assessment Legend

5	Strongly Agree
4	Agree
3	Disagree
2	Strongly Disagree
1	No Opinion
0	No Experience to Assess

Note:

While a "yes" or "no" could answer some of these questions, we believe it is important to ascertain the feeling of the board on these subjects. Therefore, we ask that you use the scale provided. Please provide comments for better clarification of responses where needed.

The Board's Fiduciary Role

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. Board members are expected to attend board meetings in order to conduct business and make informed decisions.

2. Board members receive meeting notices, written agendas, reports, minutes and other appropriate materials with ample time to review materials in advance.

3. The roles, responsibilities and authorities of the board members and officers and the CEO are stated in written documents.

4. Per board procedure, board members are required to disclose possible conflicts of interest.

5. The legal responsibilities and the potential liabilities of governance are clearly communicated to board members.

6. Board members are protected against the potential liabilities of governance through indemnity arrangements, insurance and other measures.

The board oversees a compliance plan that ensures policies/procedures are in place in the following areas:

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Governance (e.g., operating in accordance with the organization's purpose, conflict of interest disclosures, code of conduct including confidentiality).

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Human Resources (e.g., nondiscrimination, harassment, ADA, FMLA).

9. Fraud and Abuse (e.g., False Claims Act, Anti-kickback Statute).

10. Tax-exempt status (e.g., audit procedures, review of 990, review of executive compensation).

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Mission, Strategy & Stakeholders

11. The board effectively fulfills its responsibility for establishing and maintaining the organization's long-range or strategic plan.

12. The board regularly reviews, and revises as appropriate, the organization's direction and role (i.e., mission, vision, values statements).

13. Board membership is reflective of the community being served with needed professional skills/talents/life experiences and reflective of service-area demographics (race/ethnicity, gender and age mix).

14. The board understands the importance of the local advisory committee's opportunities to communicate with the community regarding the organization's services and programs and to inform and seek input to determine unmet needs which are then communicated to the board.

15. Board members understand their role and the role of the community advisory committees in advocating with elected officials.

16. The board actively supports the fundraising and development programs of the organization.



5	4	3	2	1	0	Governance & Leadership Effectiveness
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17. The board periodically assesses the size and structure of the board and the need and the role of the committees of the board in regard to composition, goals, responsibilities and performance in order to govern effectively and carry out the work of the organization.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18. Board members are appointed for a specified period of time with provision for reappointment and with a limit on the number of terms.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19. Prospective board members and board leadership are identified through an organized succession planning process.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20. The board has a written set of bylaws that are reviewed annually.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21. The board annually evaluates the effectiveness of its board meetings, including frequency, length and content.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22. Standing and ad hoc committees report as needed to the full board.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23. The board chair effectively and efficiently leads the board meetings, including working with the CEO to develop the agenda.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24. Board members are encouraged to ask questions and deliberate in a thoughtful and objective manner.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25. Board members receive opportunities to fulfill education needs.

The Board Provides Opportunities for Development through:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26. A formally established program to orient new board members.
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	---



<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. Continuing education sessions for all board members, including discussions of local, state and national issues and trends (invited to attend Leading Age MN Institute yearly).

28. Reimbursement of expenses for relevant local, state and national conferences and seminar attendance.

29. Resources on good governance practices and best practices in service provision.

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Board's Role in Finance

30. The board annually approves a budget and ensures an audit is performed.

31. The board reviews the organization's financial position on a regular basis, including financial statements and performance metrics.

32. The board has established spending guidelines for the CEO.

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Board's Role in Quality

33. The board effectively monitors and evaluates all areas of performance, including quality of care and services.

34. The board reviews quality performance metrics and benchmarks.

35. The board periodically reviews resident/client satisfaction data.



<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

36. The board and its committees dedicate the necessary time to have meaningful discussion of quality issues.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

37. The CEO, in conjunction with the board, sets specific aims each year to improve quality.

5	4	3	2	1	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Board-CEO Relationship

38. A performance evaluation of the CEO is done annually and is aligned with organization performance goals.

39. The board refrains from making decisions related to the implementation of policy that should be made by the CEO and management staff.

40. The board assesses succession planning every three years for the CEO position to ensure continuity for the organization.