

AAHSD Board Agenda Calendar 2015-2017

Policy	Type	Frequency	Report Month	Monitor
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Global Executive Constraints	Executive Limit		January 2015	CCO rpts; SCS rpts; Magellan rpts
Global Gov Commitment	Governance Process		February 2015	MOUs; Strategic Plan; AIP rpts
Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Accountability of Exec Director	Board-ED Linkage		March 2015	Policy; Bylaws and Board minutes
Delegation to Exec Director	Board-ED Linkage		March 2015	ENDs; Board policy/bylaws; OP plan
Unity of Control	Board-ED Linkage		April 2015	Board policy/bylaws, minutes
Solicit comments on ED performance	<i>Board Business</i>	Annually	April	AAHSD ED Performance Evaluation Form
Communication & Support	Executive Limit		May 2015	ED report
Collect comments on ED performance	<i>Board Business</i>	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	<i>Board Business</i>	Annually	May	Completed forms to Board Chair
Board Committee Principles	Governance Process		June 2015	Board policy/bylaws, cmte minutes
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report; ED report
Monitoring of Executive Director	Board-ED Linkage	Annually	June	AAHSD Performance Evaluation Form; Board comments/feedback/input

Policy	Type	Frequency	Report Month	Monitor
Executive session to discuss ED merit	<i>Board Business</i>	Annually	June	Completed performance evaluation forms; Compiled Comments; Previous year's merit or bonus, SCS Comments on Unclassified Employee Merit or Bonus; Updated listing of other Authorities ED's Salary, Bonuses, Credentials and years in position; table containing ED's current salary
Emergency Ex. Dir. Succession	Executive Limit		July 2015	Written Succession Plan
Chairperson's Role	Governance Process		August 2015	Board policy/bylaws, minutes
Cost of Governance	Governance Process		September 2015	Training logs; speaker logs; orientation acknowledgement forms
Treatment of Staff	Executive Limit		October 2015	Lawsuits; Grievance rpts; SCS rpts; surveys
Convene Nominating Cmte	<i>Board Business</i>	Annually	October	Chair appointment
Board Job Description	Governance Process		November 2015	Board policy/bylaws; Brd Member overview
Present Slate of Officers	<i>Board Business</i>	Annually	November	From Nominating Cmte
Treatment of Consumers	Executive Limit		December 2015	Satisfaction, grievance, complaint rpts; Health/Safety rpts
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Vote for Officers	<i>Board Business</i>	Annually	December	Per written ballot
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Ends Focus of Grants/Contracts	Executive Limit		January 2016	Contract rpts
Financial Condition & Activities	Executive Limit	Bi-annually	February 2016 (as scheduled)	Budget Report- Revenues/Expenditures; Correlated to Strategic Plan Legislative Audit

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Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Governance Style	Governance Process		March 2016	Board policy/bylaws; self-monitoring forms; orientation & training logs
Solicit comments on ED performance	<i>Board Business</i>	Annually	April	AAHSD ED Performance Evaluation Form
Global Linkage	Board-ED Linkage		April 2016	Board policy/bylaws; ED report
Compensation & Benefits	Executive Limit		May 2016	SCS rpts; HR rpts
Collect comments on ED performance	<i>Board Business</i>	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	<i>Board Business</i>	Annually	May	Completed forms to Board Chair
Asset Protection	Executive Limit		June 2016	Property Control Certificate and/or documentation from DOA/LPAA
Monitoring of Executive Director	Board-ED Linkage	Annually	June	AAHSD Performance Evaluation Form; Board comments/feedback/input
Executive session to discuss ED merit	<i>Board Business</i>	Annually	June	Completed performance evaluation forms; Compiled Comments; Previous year's merit or bonus, SCS Comments on Unclassified Employee Merit or Bonus; Updated listing of other Authorities ED's Salary, Bonuses, Credentials and years in position; table containing ED's current salary
Global Executive Constraints	Executive Limit		July2016	CCO rpts; SCS rpts; Magellan rpts
Accountability of Exec Director	Board-ED Linkage		September 2016	Policy; Bylaws and Board minutes
Delegation to Exec Director	Board-ED Linkage		September 2016	ENDs; Board policy/bylaws; OP plan
Unity of Control	Board-ED Linkage		October 2016	Board policy/bylaws, minutes

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Communication & Support	Executive Limit		November 2016	ED report
Board Committee Principles	Governance Process		December 2016	Board policy/bylaws, cmte minutes
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
Agenda Planning	Governance Process	Annually	January	Board review/approval of Calendar
Emergency Ex. Dir. Succession	Executive Limit		January 2017	Written Succession Plan
Financial Planning/Budgeting	Executive Limit	Annually	February	DOA Submission
Chairperson's Role	Governance Process		February 2017	Board policy/bylaws, minutes
Cost of Governance	Governance Process		March 2017	Training logs; speaker logs; orientation acknowledgement forms
Solicit comments on ED performance	<i>Board Business</i>	Annually	April	AAHSD ED Performance Evaluation Form
Treatment of Staff	Executive Limit		April 2017	Lawsuits; Grievance rpts; SCS rpts; surveys
Collect comments on ED performance	<i>Board Business</i>	Annually	May	AAHSD ED Performance Evaluation Form
Member's Code of Conduct	Governance Process	Annually	May	Board policy/bylaws; LA Code of Ethics
Board Member Self Evals. Distributed	<i>Board Business</i>	Annually	May	Completed forms to Board Chair
Board Job Description	Governance Process		May 2017	Board policy/bylaws; Brd Member overview
Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report
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Treatment of Consumers	Executive Limit		June 2017	Satisfaction, grievance, complaint rpts; Health/Safety rpts
Ends Focus of Grants/Contracts	Executive Limit		July 2017	Contract rpts
Financial Condition & Activities	Executive Limit	Bi-annually	August 2017 (as scheduled)	Budget Report- Revenues/Expenditures; Correlated to Strategic Plan Legislative Audit
Governance Style	Governance Process		September 2017	Board policy/bylaws; self-monitoring forms; orientation & training logs
Global Linkage	Board-ED Linkage		October 2017	Board policy/bylaws; ED report
Compensation & Benefits	Executive Limit		November 2017	SCS rpts; HR rpts
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Status Update on AAHSD Strategic Plan, Selected Initiatives	<i>Board Business</i>	Semi-Annually	June & December	Strategic Plan; contract rpts; Management Report update; ED report