

TOOL FOR BOARD OF HEALTH MEMBERS TO ASSESS "GOVERNANCE OR ADMINISTRATION"

A tool for Board of Health members to evaluate what is governance and what is administration. It is said the board governs by setting policy and the administrator manages by implementing board policy. Applying this practice can be a challenge to most boards and administrators.

To assess what you, as a board member, think is governance or administration; put an A before the administration decisions or activities and a B before the board governance decisions or activities. There are not right or wrong answers, the list is intended to be used to promote discussion within the Board of Health team and the Administrator to come to a consensus of the activities that best fit for your board's policy and the activities that best fit for administration to implement policy.

- ___ 1. Set a staff dress code.
- ___ 2. Discipline an employee for sexual harassment of another employee.
- ___ 3. Declare the building a tobacco free workplace.
- ___ 4. Create a citizen advisory committee.
- ___ 5. Establish a process for evaluations of staff performance.
- ___ 6. Terminate employment of the business manager.
- ___ 7. Cut a program to meet revenue shortfall.
- ___ 8. Hire an auditor to do an annual audit of the accounts.
- ___ 9. Set the hours of operation for the agency.
- ___ 10. Arrange for an attorney to evaluate the board's bylaws and policies.
- ___ 11. Establish a priority list for services provided by the agency.
- ___ 12. Purchase a computer software and equipment for the agency.
- ___ 13. Agree to discuss sharing or merging with another organization.
- ___ 14. Decide the short and long range plans for the agency.
- ___ 15. Write the mission statement for the agency.
- ___ 16. Establish the alcohol/drug policy for staff.
- ___ 17. Create and plan the budget for the agency.
- ___ 18. Create the process and format for performance evaluation of the administrator.

____ 19. Determine what may be a conflict of interest for board members.

____ 20. Listen to staff issues with co-workers or the administration.

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What issues did the tool reveal that the Board of Health members and administration need to discuss further?

It is not expected that members of the board will agree on their individual opinions of what items are administration responsibility and what items are board responsibility. The purpose of this assessment tool is to bring out areas of disagreement and put them on the table for discussion. The result is intended to lead to agreements that will help guide the board and administration understand what their respective responsibilities are.