

Association Member Board Self-Assessment

This board self-assessment measures your viewpoints and ideas about your organization's board's governing effectiveness. The assessment consists of two sections:

Section 1: Your assessment of overall board performance; and Section 2: Issues and priorities.

Confidentiality Guarantee

Your responses to this board self-assessment are anonymous and non-identifiable by individual. Individual answers will be considered together and presented in a summary analysis.

Your Name: _____

Your name is only used to know who has responded to the board self-assessment. <u>Your responses will not be individually</u> <u>identifiable</u>, and the results of this self-assessment will be compiled by an outside firm.

Please scan and email this survey to

vi@walkercompany.com

Vone Yee The Walker Company



Leadership Responsibility 1: Mission, Values and Vision

Please rate your agreement with the statements below using the following scale:

Level 5: I strongly agree with this statement. We always practice this as a part of our governance. Our performance in this area is outstanding. Level 4: I generally agree with this statement. We usually practice this as a part of our governance, but not always. We perform well in this area. Level 3: I somewhat agree with this statement. We often practice this in our governance, but we are not consistent. We perform fairly well in this area.

Level 2: I somewhat disagree with this statement. We inconsistently practice this as a part of our governance. We do not perform well in this area.

Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area.

N/A: Not applicable.

	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Our organization has a clear, focused and relevant written mission							
Our organization has a clear, focused and relevant written vision							
Our organization has a clear, focused and relevant written <u>values</u>							
The mission, values and vision drive decision making at all board meetings							
The mission, values and vision drive organizational strategies, objectives and action plans							
The board uses the mission, values and vision when making policy and strategic decisions in the best long-term interests of the organization and the community we serve							
The board tests all policy and strategy decisions by asking how/if they will strengthen our ability to achieve the mission and vision							
The board regularly reviews the status of strategies and objectives to ensure fit with the mission and vision							
Board members fulfill their leadership role in ensuring achievement of the mission, values and vision							



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Board Performance Assessment

Leadership Responsibility 2: Strategic Direction

Please rate your agreement with the statements below using the following scale:

Level 5: I strongly agree with this statement. We always practice this as a part of our governance. Our performance in this area is outstanding. Level 4: I generally agree with this statement. We usually practice this as a part of our governance, but not always. We perform well in this area. Level 3: I somewhat agree with this statement. We often practice this in our governance, but we are not consistent. We perform fairly well in this area.

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

 $\underline{N/S}$: Not sure. I do not have enough information to make a determination about our performance in this area. $\underline{N/A}$: Not applicable.

The Strategic Planning Process	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board's collective understanding of the evolving health care environment (local regional and national) ensures effective strategic decision making							D
Our organization's strategic objectives are clearly communicated to the board, employees and other stakeholder individuals and organizations							
Board members understand strategic issues the organization is facing, and the factors most critical to organizational success and performance							
The board is well-familiar with the planning data and assumptions that form the foundation for the strategic plan							
Strategic information provided to the board enables a clear understanding of issues and challenges, and facilitates decision making							
Our organization has a flexible, responsive strategic planning process							
The board focuses the majority of its time on strategic <u>thinking</u> and strategic <u>leadership</u> rather than strategic <u>plans</u>							
The board responds to new challenges with knowledge-based ideas and direction							
Community and Stakeholder Perspectives	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board ensures that stakeholders' and constituents' needs, interests and viewpoints are assessed in developing goals and strategies							
Board members understand critical community health needs and challenges							
Governance decisions are principally based on meeting community health needs							



Monitoring Progress	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board regularly monitors progress toward the achievement of our strategic objectives, using board-approved key performance indicators that define organizational success							
The board takes timely corrective actions if/when objectives are not being met							
Criteria is in place for evaluating new service feasibility and value in fulfilling the mission and vision							
The board annually reviews the strengths and weaknesses of the organization's entities, and their role and value in mission and vision fulfillment							



Leadership Responsibility 3: Leadership Structure and Governance Processes

Please rate your agreement with the statements below using the following scale:

Level 5: I strongly agree with this statement. We always practice this as a part of our governance. Our performance in this area is outstanding. Level 4: I generally agree with this statement. We usually practice this as a part of our governance, but not always. We perform well in this area. Level 3: I somewhat agree with this statement. We often practice this in our governance, but we are not consistent. We perform fairly well in this area.

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area.

Board Roles and Responsibilities	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board's roles and responsibilities are clearly defined in a written document							
The board's role and responsibilities are consistently adhered to							
Decision protocols and procedures have been established							
Board members consistently follow our decision protocols and procedures							
Directors' and officers liability insurance provides the protection needed to reassure trustees that a "safe" governance environment exists							
New board members go through an orientation process							
Board Structure and Composition	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board fosters leaders who understand how to encourage innovation and welcome organizational change							
The board encourages critical dialogue among its members							
Board Member Performance	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board has a process for determining when a board member is not performing to the board's standards or requirements							
The board has a process for improving individual board member effectiveness when non-performance becomes a governance issue							
The board has a process for removing a board member from the board for non-performance							



Strategic Focus	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board adheres to its policy-making function, and does not engage in operational thinking or decision making							
At least 75 percent of the board's meeting time is spent focusing on strategic issues							
The board engages in productive policy-making and strategic discussion							
The board resolves problems effectively, even when the solutions are uncomfortable to implement							
Board Meetings	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Board meetings comply with the Ralph M. Brown Act							
The frequency of our board meetings ensures timely decisions							
Board meeting attendance meets our organization's need for broad-based and inclusive dialogue, and consensus-based decision making							
Meeting agendas provide adequate time to discuss and act on significant strategic issues							
Agendas reflect our strategic issues and priorities, and focus on specific outcomes the board wants to achieve at the meeting							
The board chair keeps a tight rein on digressions, members' side discussions, and issues that have already been addressed							
The board chair is well-skilled in the dynamics of effective meeting management and leadership, and keeps meetings well-organized and tightly constructed			ū	ū			
Board members' time is respected and used efficiently, and board member involvement and participation are enhanced as a result							
The board saves critical time for important discussions by utilizing a consent agenda covering the routine actions that require approval							
Board Member Knowledge	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Each board member is provided with background information and intelligence resources required for active participation in board dialogue							
Board members receive well thought-out strategic options and alternatives from management prior to defining a strategic course of action							
A continual flow of new information and assumptions are presented at board meetings, and board members use the information to modify strategic direction as necessary							
Board members have a clear and comprehensive understanding of the changing health care environment (local, regional and national) and its effects on the organization		٦					
A regular environmental assessment is conducted, ensuring board understanding of the changes taking place in the health care environment, and their implications on the organization, its physicians, and local health care consumers							



Governance Development	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
A governance development process is in place that identifies governance issues, determines educational needs, and manages the governance self- assessment process			٦				
The board develops and implements an annual governance improvement plan							
The board has an education development plan that assures board member understanding of issues essential to effective governance, including education and orientation at every board meeting, and annually at the board retreat							
Board orientation and education broadens board members' perspectives about the challenges our organization will face in the future							
Meeting Materials	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Board members receive agendas and meeting materials at least one week in advance of board, committee and task force meetings							
Our meeting materials promote meaningful dialogue and critical decision- making							
The information the board receives is relevant, timely, understandable and actionable, and facilitates board decision making							
Board Relationships and Communication	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Working relationships among trustees are good							
The board has an environment where board members engage in vibrant dialogue that challenges conventional thinking							
Board dialogue creates consensus and positive new directions							
The board takes time to discuss difficult issues							
Board members are open about their thoughts and feelings							
The board's decision-making culture includes active involvement, questioning, probing, challenging and stimulating discussion and dialogue on meaningful issues							

The governance culture is open to alternative views, and constructively challenges "conventional wisdom"			
The board's decision pathways ensure that all critical decisions include the proper mix of background, discussion of alternatives, potential outcomes and preferred choice			
Every board member has a voice in our governance decisions			
Opportunities for individual participation strengthen decision-making, enrich discussion, build understanding and prepare individual board members for future leadership challenges			
The board has a conflict of interest policy			



Board Relationships and Communication (cont.)	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board has a conflict resolution process							
Trustees, senior leaders and medical staff annually declare conflicts that may inhibit their ability to provide unbiased, independent thinking and decision-making							



Leadership Responsibility 4: Quality and Patient Safety

Please rate your agreement with the statements below using the following scale:

Level 5: I strongly agree with this statement. We always practice this as a part of our governance. Our performance in this area is outstanding. Level 4: I generally agree with this statement. We usually practice this as a part of our governance, but not always. We perform well in this area. Level 3: I somewhat agree with this statement. We often practice this in our governance, but we are not consistent. We perform fairly well in this area.

Level 2: I somewhat disagree with this statement. We inconsistently practice this as a part of our governance. We do not perform well in this area.

Level 1: I disagree with this statement. We *never* practice this as a part of our governance. We perform *very poorly* in this area. <u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area.

Defining and Understanding Quality and Patient Safety Issues	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The organization has a board approved definition of quality							
The board's definition of quality encompasses community health, wellness and prevention							
Our organization has a board approved definition of patient safety							
Our organization has a board-approved, organization-wide plan with objectives for ensuring a culture of safety and improving patient safety and reducing medical errors							
The board-approved plan ensures compliance with applicable state, federal and local regulatory and statutory requirements							
The board has discussed and adheres to Joint Commission leadership-related accreditation standards							
The board, leadership team and medical staff meet the Joint Commission's quality standards							
Our organization achieves the Joint Commission's national patient safety goals							
The board has approved a Patients' Bill of Rights							
Quality improvement is a core organizational strategy							
The board has a policy to ensure that ethnic and/or racial diversity is not a barrier to access to care							
Our organization has approved quality measures for patient services provided through contractual arrangements by other organizations on the organization's behalf							
The board supports investment in organizational improvements that will improve quality and safety							



Monitoring Quality and Patient Safety	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board consistently evaluates attainment of targets to ensure achievement of the board's quality and patient safety improvement plan							
Our organization has a quality improvement process that continuously defines, measures and improves quality at all levels, including clinical, service and organizational development			۵				
Our organization has a quality improvement process for identifying and reporting adverse events impacting patients, and ensures actions to prevent recurrence		٦	٦				
The board uses the results of patient perception studies to ensure improvement in the patient experience							
The board monitors compliance with applicable state, federal and local regulatory and statutory requirements							
The CEO's performance objectives are based on measurable and achievable quality goals							
The board effectively carries out its responsibility for ensuring high quality, safe patient care							
Quality and patient safety performance and issues are reviewed at every board meeting							
The board approves the written performance improvement or quality assessment plan							
The board has established clearly-defined and measurable quality improvement targets							
Ensuring a Workforce that Provides High Quality and Safe Care	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board's process of approving appointments and reappointments to the medical staff meets its quality and legal responsibilities							
The board ensures that appropriate resources are in place to assure a competent, high-quality patient care workforce							



Leadership Responsibility 5: Community Relationships

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area. <u>N/A</u>: Not applicable.

Ensuring Public Trust and Confidence	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Our organization has a plan for board member advocacy that advances the organization's image, reputation and market position							
Our organization regularly measures the public's perceptions of its programs and services, community contribution, perceived trust, economic impact and overall value as a community health asset							
The board's actions contribute to building and sustaining a positive image for the organization							
Ensuring Community Communication and Feedback	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board has established a process for eliciting community input and viewpoints about future service needs and opportunities							
The board ensures that the organization's plans and priorities are well- communicated to our community stakeholders							
The board utilizes board members as community "ambassadors" to communicate with stakeholders on important health care issues							
The board works with others in the community to develop collaborative partnerships in building a healthier community							
The board's role in local, regional and state political advocacy advances the organization's standing with political leaders							
Our legislators understand our mission/role							



Leadership Responsibility 6: Relationship with the CEO

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area. <u>N/A</u>: Not applicable.

Board and CEO Roles	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board and CEO have clearly defined roles							
The board's strategic/policy responsibilities vs. the CEO's operational responsibilities are followed							
The board and CEO have clear, mutually agreed-upon expectations of one another							
Board members adhere to the governing board's policy-making role and do not interfere in the CEO's operations management role							

Communication, Support and Shared Goals	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board consistently supports the CEO in the pursuit and implementation of board-approved objectives							
Mutual trust and respect exist between board members and the CEO							
The board and CEO work together with a sense of purpose							
The board always hears from the CEO in advance of a difficult or potentially problematic organizational issue							
The chairman-CEO relationship sets a positive, constructive framework for the overall board-CEO relationship							
The board uses executive sessions to promote open communication between the board and CEO							
CEO Evaluation	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board evaluates and compensates the CEO using pre-defined expectations and defined performance targets tied to achievement of the mission, vision and strategic objectives annually							
The CEO's compensation is linked to strategic performance							



CEO Evaluation (cont.)	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board ensures that the CEO's compensation package stimulates and rewards excellent performance							
The board regularly reviews the CEO's compensation to ensure that it is reflective of compensation trends among other organizations of similar size, and that it reflects the magnitude of challenges and issues facing the administration and the organization							



Leadership Responsibility 7: Relationships with the Medical Staff

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area. <u>N/A</u>: Not applicable.

Physician Involvement in Decision Making	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board ensures physician participation in the development of the organization's mission, values and vision							
Members of the medical staff offer advice and counsel on strategic issues							
Shared Understanding	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board and medical staff develop and share common goals							
Board members understand the roles and responsibilities of the medical executive committee							
The board ensures that the interests of the physician community are addressed as the organization strives to fulfill its mission							
Board members understand the board's role with respect to the medical staff credentialing and quality of care process							
Communication and Interaction	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
There is effective communication between the board and the medical staff							
There is an effective method for communicating board decisions that impact physicians, their practices and their patients							
The board builds trust with physicians through collaborative and productive working relationships							
The board regularly assesses physician attitudes and needs							



Leadership Responsibility 8: Financial Leadership

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

N/S: Not sure. I do not have enough information to make a determination about our performance in this area.

The Fiduciary Responsibility	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board successfully carries out its fiduciary responsibility for the oversight of financial resources and direction							
The board uses the annual budget process to define the most effective allocation of our organization's limited resources							
The board leads the development of long-range and short-range financial planning							
The board measures operational performance against the plans							
Regular financial reports made to the board are understandable and meaningful							
The board annually adopts a long-term capital expenditure budget, with expenditures prioritized based on greatest value							
The board ensures that adequate capital is available for our organization's investment strategies							
The board directs the conduct of an annual audit, and thoroughly discusses all recommendations from the independent auditor's report and management letter		ū	ū	٦			
Board members are comfortable asking questions about financial issues during board meetings							
Monitoring Progress	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board identifies and approves targets for important measures of financial and operational performance needed by the board to monitor organizational performance and make timely, informed decisions							
Performance targets are discussed at least quarterly							



Monitoring Progress (cont.)	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Financial reports are presented in a format that is easy to understand, highlights major trends and stimulates creative discussion that enables timely and effective decision making							
The board uses financial performance reports to modify assumptions and shift resources, as necessary							



Leadership Responsibility 9: Community Health

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

N/S: Not sure. I do not have enough information to make a determination about our performance in this area.

Development and Support of Community Health Initiatives	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Our organization has defined what constitutes our "community"							
There is a board-wide understanding of and commitment to building a healthier community							
The board understands the strategic importance of initiatives designed to improve the health of the community							
Our organization promotes and supports specific initiatives whose sole purpose is improving community health, regardless of financial gain							
CEO performance objectives include a focus on improving community health							
Our organization jointly advocates with other community organizations for legislation, regulation and other actions to address community health and socioeconomic issues							
Our organization conducts an annual or semi-annual community needs that defines and measures improvement in the community's health							
The board has a clear and consensus-driven understanding of the most important community health needs and issues							
Community Involvement and Communication	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Our organization, in conjunction with its community partners, regularly assesses the value and impact of our joint community health improvement efforts using specific measures of health status, health outcomes and services provided							
Our organization has a process to secure and evaluate community feedback on the value of our programs and services							
Our organization uses feedback from the community to enhance responsiveness to its community health improvement opportunities							



Community Involvement and Communication (cont.)	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
Our organization establishes community partnerships to leverage services and resources to maximize community benefit and carry out our community health improvement agenda							
Our organization and its community partners disseminate the results of their shared improvement efforts to the community and interested stakeholders							

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Board Performance Assessment

Leadership Responsibility 10: Organizational Ethics

Please rate your agreement with the statements below using the following scale:

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Level 1: I disagree with this statement. We never practice this as a part of our governance. We perform very poorly in this area.

<u>N/S</u>: Not sure. I do not have enough information to make a determination about our performance in this area. <u>N/A</u>: Not applicable.

Ensuring Development and Implementation of Organizational Ethics

Organizational Ethics	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board has adopted a statement of values and ethical principles for the organization							
The board has adopted a statement of values and ethical principles for the board members							
The board ensures that procedures and training are in place to ensure that our values and principles are consistently applied to governance decision making processes							
The board ensures compliance with applicable state, federal and local regulatory and statutory requirements							
The board's workforce development policy ensures that compliance with our ethical values and principles is a component of employee evaluations							
Awareness of Ethical Issues	Level 5	Level 4	Level 3	Level 2	Level 1	N/S	N/A
The board ensures that information on our ethical principles and values are provided to all individuals who are employed by, volunteer with, or are formally affiliated with our organization							
The board ensures that information on our ethical principles and values are provided to patients and their families							
The board ensures a process to allow <u>patients</u> to confidentially bring concerns about ethical issues to the attention of management							
The board ensures a process to allow <u>employees</u> to confidentially bring concerns about ethical issues to the attention of management							
The board ensures a process to allow <u>physicians</u> to confidentially bring concerns about ethical issues to the attention of management							



Issues and Priorities

What is your single highest priority for the board in the next year?

What are the board's most significant strengths?

What are the board's most significant weaknesses?

What key issues should occupy the board's time and attention in the next year?

What do you see as the most significant trends that the board must be able to understand and deal with in the next year?

What factors are most critical to be addressed if the organization is to successfully achieve its goals?

Thank you for completing this important board performance assessment.

Please scan and email this survey to

Vone Yee The Walker Company vi@walkercompany.com