

Governing Board Self-Assessment

Health Center Governing Boards are an essential part of ensuring excellent health center services. Boards function as a team to represent the community and bring a range of expertise to the governance of the health center. Boards are responsible for establishing the health center mission, guiding strategy, evaluating achievements, ensuring compliance with laws and regulations, setting key policies and hiring evaluating and (if necessary) dismissing the Program/Executive Director. This self-assessment is designed to assist the Governing Board determine areas where it is operating effectively as well as areas needing improvement. The results of the assessment can be used to change Board operations and/or plan for Board education.

Please read the following questions and indicate whether you feel the Board adequately functions in each of these areas. For areas you feel need improvement, please provide recommendations.

Questions	Yes	Needs Improvement	Don't Know	Comments/ Recommendations/ Questions
A. Mission/Purpose				
1.) Board members can articulate and understand the health center's mission?				
B. Board Composition				
2.) Board membership is in compliance with the bylaws and section 330 regulations?				
3.) Expertise on the Board is diverse and adequate to carry out responsibilities?				
4.) No Board member is an employee or family member of an employee of the HCH Program?				
5.) The Board receives sufficient input from patients?				
C. Board Meetings and Structure				
6.) Board meetings monthly with a quorum at each meeting?				
7.) Appropriate committees are in place and functioning effectively?				
8.) Board members evidence commitment by regularly attending Board and committee meetings?				
9.) Board meetings start and end on time?				
10.) Board meetings follow the agenda and are operated				

under agreed upon rules?				
11.) Adequate material/information is distributed in advance of meetings and members come prepared to discuss issues?				
12.) Key management staff are present and report at meetings and act as resources for Board decisions?				
13.) Minutes are recorded and distributed for all Board meetings?				
Board Development				
14.) The Board has a good process, following the bylaws, for identifying and recruiting new board members?				
15.) There is a comprehensive orientation package and process for integrating new members?				
16) The Board retains members for their elected term?				
17) Annual training and development opportunities are provided for all Board members?				
18) The Board conducts a self-assessment at least annually?				
Board Authority				
19) The Board reviews and approves as needed key policies (at least every 3 years): a) Siding fee discount program including any nominal fee (s) b) Billing and collections (fee reduction/waiver and refusal to pay) c) Quality Improvement?				
20) The Board approves:				

<p>a) The annual health center program budget</p> <p>b) Grant applications and changes in the Scope of Project</p> <p>c) Services, locations, hours of operation, including decisions to sub-award or contract for services?</p>				
<p>21) The Board selects evaluates (and if necessary) dismisses the CEO/Project Director. All other staff are hired by the CEO or her/his delegate?</p>				
<p>22) The Board evaluates the performance of the health center and ensures appropriate follow-up action related to:</p> <p>a) Project objectives</p> <p>b) Service utilization</p> <p>c) Quality of care</p> <p>d) Efficiency and effectiveness</p> <p>e) Patient satisfaction including patient grievances?</p>				
<p>23) The Board ensures strategic planning is conducted (at least every 3 years) and monitors progress?</p>				
<p>24) The Board has written policies regarding conflict of interest?</p>				

Questions for individual Board members:

- 1) In terms of your board involvement, what is working? What board practices do you want continued?
- 2) What is not working or could be improved to help you become a more effective Board member? What board practices would you like to start or stop?
- 3) Among the list of things HCH staff would appreciate from Board (see below), what would you be willing to add to your duties as a Board member?
- 4) What can you or your organization offer to support the HCH team's efforts?
- 5) Other feedback?