

## Los Alamos County Board of Public Utilities Policies and Procedures Manual

### BPU Annual Self-Evaluation Template

#### REASONS FOR SELF-EVALUATION

- *Promotes understanding of roles and responsibilities*
- *Provides orientation for new members*
- *Addresses, and may help resolve, board conflicts*
- *Clarifies what members expect from the group and self*
- *Identifies priorities for the board's future efforts*
- *Identifies strengths and weaknesses*
- *Clarifies areas for improvement in board performance*
- *Possibly mandated by the County Charter*
- *Helps identify needed changes to the Policies and Procedures Manual*

#### CRITERIA

*Enter a number from 1 to 5 next to each question and make comments as appropriate:*

*5 = all the time*

*3 = some of the time*

*1 = seldom or not at all*

#### SELF-ASSESSMENT QUESTIONS

##### **I. General Board Areas**

- A. Is there a board policy manual addressing meeting procedures, committee roles and structure, election and term of officers, new member orientation, and related matters?
- B. Do all board members participate in a formal orientation?
- C. Are board procedures adhered to regarding bylaws, open meeting requirements, compliance with legal regulations, etc.?
- D. Are meeting packets complete and distributed prior to meetings?
- E. Is the length of board meetings appropriate?
- F. Is there an annual board calendar?
- G. Does the board receive sufficient information to make good decisions?
- H. Are decisions made in a timely manner?

##### **II. Board Policy Areas**

- A. Accountability
  1. Does the board understand its obligation to see the organization acts in the best interests of DPU customer and citizens of the county?

2. Does the board act with diligence and objectivity on behalf of DPU customers and the County?

#### B. Responsibility

1. Do board members understand their roles?
2. Do board members understand the difference between their policy role and management's administrative role?
3. Do board members actions reflect this understanding?

#### C. Policy Direction

1. Do board members understand the mission, goals, and strategies of the organization?
2. Does the board give clear directions to management on the mission and goals of the organization?
3. Does the board spend appropriate time on policy consideration and direction versus operational issues?

#### D. Monitoring

1. Does the board have a system for receiving and monitoring information about the DPU's organizational performance?
2. ~~Are there systems for corrective action where performance is below standard or reward when performance is above standard?~~ **Are there systems for modifying policy, procedures, processes, and priorities when DPU organizational performance does not meet standards?**
3. Are organizational goal setting and achievements considered during the DPU Manager's evaluation?

#### E. Other Communication and Advocacy

1. Does the board represent the community interests it serves?
2. Does the board communicate the value of the organizations to its stakeholders?
3. Does the board seek input and involve its stakeholders in policy considerations and decisions?
4. Do board members support the organization publicly?
5. Does the board communicate effectively with the County Council?

### III. Board Responsibility Areas

#### A. Legal

1. Does the board act within the guidelines set by the county charter and policies and procedures document?
2. Are there written policies on board ethics and conflicts of interest?

#### B. Financial

1. Does the board approve annual operating and capital budgets and receive periodic (at least quarterly) progress reports?
2. Does the board review a financial plan for the organization and receive sufficient

information to monitor its financial strength and performance?

3. Are financial goals and comparative ratios established and does the board receive tracking information?
4. Are the requirements for an annual audit met and does the board receive a report on the results?
5. Are the organization and the board indemnified sufficiently against insurable risk?
6. Is the board proactive in pushing for rate increases with the County Council when these increases are necessary for the financial health of the DPU?

#### C. Planning

1. Is the board informed about the business environment in which the organization is operating?
2. Does the board review and approve the organization's mission, goals, and major strategic initiatives?
3. Do board members usually attend annual DPU strategy and planning meetings?

#### D. Board-Management Relations

1. Is there a written job description and/or employment contract for the DPU Manager?
2. Does the Board conduct a formal, annual performance review of the DPU Manager?
3. Is the DPU Manager's compensation linked to the results of this review?
4. Does the board make resources available for the DPU Manager's continued professional development?
5. Is there a succession plan for the DPU Manager, with exposure to the board of possible successors?
6. Has the board established an effective working relationship with the DPU Manager?
7. Is there board/management cooperation on determining the future direction of the organization?
8. Are Board/ DPU Manager roles clearly defined so the board focuses on its policy role and avoids micro-management?
9. Does the Board provide overall human resources direction to the DPU Manager without becoming involved in specific personnel matters?
10. Is the Board explicit about the information it needs from the DPU Manager to fulfill its governance function?

#### V. Education and Development

- A. Do Board members participate in educational opportunities recommended and offered by the DPU or other entities that enhance their effectiveness as a board member?