

## ANNUAL BOARD PLANNING CYCLE

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A plan and process for continuous quality improvement are essential for effective governance and accomplishment of board work. The board will develop a plan for completing its own work in order to guarantee the achievement of its responsibilities and desired performance targets and ensure that its objectives are met.

The annual calendar is developed according to the following principles:

- The board is proactive, explicit about its values before work is done, and long-range in the majority of its concerns.
- The mind set is one of strategic leadership, innovation and continual learning for both board and operations. The board operates from a future-focused orientation and from the perspective of the "big picture."
- The board will spend its time on using information, not on collecting it or depending upon opinions. Opportunities exist for knowledge and deliberation of information for *Incidental* (general, "background" or contextual), *Monitoring* (based on explicitly established criteria) and *Decision-Making* purposes. Major decision making occurs through a deliberative process that considers pros/cons, costs/benefits, alternatives, and/or short and long-term impacts.
- Opportunities exist for the board to listen to, receive feedback from, and explore options with its owners through direct or indirect means; and for the board members to share concerns and/or raise issues.
- The work of the board through its planned agenda items will be consistent with the board's governance style and written policies, including ongoing review and enhancement of ENDS (values) policies as appropriate; and will include efforts toward continual improvement of board performance through attention to board education and enriched input and deliberation.

This calendar represents the annual planning cycle for the period of **September 2012-August 2013** (adopted September 21, 2012) and serves as a meaningful outline for the general scope of work to be accomplished by the Board; the plan is operationalized through monthly meeting agendas.

<p><b>September</b></p> <ul style="list-style-type: none"> <li>➤ Board Annual Planning Cycle—September 12-August 13—<i>Decision-making</i></li> <li>➤ ODADAS/ODMH Consolidation Update-<i>Incidental</i></li> </ul> <p><b>Scale (correlation with Governance Policies):</b>  <i>Pink</i>=Information Type  <i>Orange</i>=ENDS, linkage with customers</p>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>➤ AOD Committee (1/3)-Topic TBD <i>Incidental, Decision-Making</i></li> </ul> <p><b>*Annual Awards Banquet</b></p> <p><b>Scale (continued):</b>  <i>Blue</i>=Policy governance  <i>Green</i>=Monitoring (against established criteria)</p>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>➤ FY 12 "Year in Review": Program/Service &amp; Target Population Impacts <i>Incidental/Monitoring</i></li> <li>➤ Agency/System CQI Progress Reports—FY 13 1<sup>st</sup> qrt-- <i>Incidental/Monitoring</i></li> </ul>
<p><b>December</b></p> <ul style="list-style-type: none"> <li>➤ Customer Feedback (1/4)—Consumer &amp; Family re: Needs, Services <i>Incidental</i></li> <li>➤ Behavioral Health &amp; Health Care Reform-State/Local Update, Implications-<i>Incidental</i></li> </ul>	<p><b>January</b></p> <ul style="list-style-type: none"> <li>➤ Community Plan Guidelines, SFY 2014-<i>Incidental</i></li> <li>➤ Governance Policies-Board Orientation Process/Reference Manuals-<i>Monitoring</i></li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>➤ Customer Feedback (2/4)-Assessment/Satisfaction Survey Results-<i>Incidental</i></li> <li>➤ Agency/System CQI Progress Reports—FY 13 2<sup>nd</sup> qrt-- <i>Incidental/Monitoring</i></li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>➤ AOD Committee (2/3) - FY 2014 General System Program/Service and Funding Recommendations <i>Incidental, Decision-Making</i></li> <li>➤ Mental Health Mo.-Public Ed.-<i>Incidental</i></li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>➤ Board Governance-Overview/Refresher of Policy Governance, Board Policy Manual - <i>Monitoring</i></li> <li>➤ AOD Committee- FY 14 General System Recs (cont. as necessary) <i>Incidental, Decision-Making</i></li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>➤ Customer Feedback: Public Forum (3/4)—Ottawa Co.—<i>Incidental</i></li> <li>➤ AOD Committee (3/3)-SFY 2014 MH &amp; AOD Community Plan- <i>Decision-making</i></li> <li>➤ E.D. Performance Evaluation--<i>Monitoring</i></li> <li>➤ Agency/System CQI Progress Reports—FY 13 3<sup>rd</sup> qrt-- <i>Incidental/Monitoring</i></li> </ul>
<p><b>June</b></p> <ul style="list-style-type: none"> <li>➤ Governance Policies—Overview: MEANS &amp; Process for Review, Revision and Amendment-<i>Incidental, Monitoring</i></li> <li>➤ Customer Feedback: Public Forum (4/4)—Erie Co.—<i>Incidental</i></li> </ul>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>➤ Governance Policy Review—I: Executive Limitations and/or III: Board-E.D. Relationship- <i>Monitoring, Decision-making</i></li> <li>➤ National Recovery Month, Mental Illness Awareness Week—Public Ed.--<i>Incidental</i></li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>➤ Board Agenda Planning—Annual Cycle September 13-August 14—<i>Decision-making</i></li> <li>➤ Agency/System CQI Progress Reports—FY 13 4<sup>th</sup> qrt. <i>Incidental/Monitoring</i></li> </ul>