

Figure 2



## SCHS Board Current State Standard Work Biannual Distribution of Director Stipends

|                |   |
|----------------|---|
| Purpose:       | Compensate Board Members for their time and efforts in continuing the work and improvements of St. Charles Health System. |
| Goal:          | Distribute stipends by the June and December Board meetings (with direct deposit).  |
| Prerequisites: | Board members must be in good standing.   |

---

### Process

|          |   |
|----------|---|
| Trigger: | Completion of a six month period (either Dec-May or Jun-Nov). |
| End:     | Stipend is distributed to Board Member.                       |

Stipends: (Bi-annually)

1. In mid-May and mid-November, Manager of Board Governance completes check requests for every Board Member in good standing and sends to Board Chair and System CEO for confirmation.
2. Manager of Board Governance notifies Board Chair and System CEO of any members not in good standing, and that check requests have NOT been completed for these members.
3. System CEO signs requests.
4. Manager of Board Governance copies requests and places in Board Member files for record keeping and sends original signed requests to Accounts Payable for processing.
5. Accounts Payable sends checks to Board Members.

Determination of Good Standing:

1. Mid-March Manager of Board Governance pulls and reviews attendance and Education, and Post Conference Reports as follows:
  - **Attendance:** 75% of Board Meetings in person occurring since July 1 two years previous. Example: in March 2016, look back to all meetings since July 1, 2014. If there were ten board meetings during this meeting period, the member would meet the attendance requirement by having attended at least eight meetings in person and would fail the requirement with seven or fewer.
  - **Education:** Board Member has attended at least one educational event since July 1 two years prior and completed the Post Conference Report.
  - **Conflict of Interest Survey:** Board Member has completed the annual conflict of interest survey sent to the Compliance Coordinator and compiled into the Annual Summary by the VP of Compliance.
  - Manager of Board Governance informs all members of their standing based upon these records, and provides each member the opportunity to correct/update the records.
  - Board Chair or designee contacts members out of good standing to develop corrective action plan, which is reviewed at next meeting of the Governance Committee.

Target State:

- Good Standing Status determined and completed annually by March 31<sup>st</sup>.