

**Board Monitoring Report: 2.1, 2.2, 2.3**  
**June 2011**

2.1 Treatment of Girls and Volunteers

I hereby present my monitoring report on Executive Limitations Policy 2.1, "Treatment of Girls and Volunteers" according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonifazi, CEO

Date: June 2, 2011

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
With respect to interactions with girls and volunteers or those applying to be girls and volunteers, the CEO shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, or unnecessarily intrusive. Further, without limiting the scope of the foregoing, by this enumeration, he or she shall not:	<p>"Cause or allow" = business acts of omission or commission by anyone in the operating organization.</p> <p>"Conditions, procedures, or decisions" = all business functions within the operational span of control.</p> <p>"Unsafe" = dangerous, insecure, unguarded, or unprotected.</p> <p>"Undignified" = dishonorable, offensive, or inappropriate.</p> <p>"Unnecessarily intrusive" = invasive or uncalled for.</p>	A review of at least two departments identifies no material issues related to unsafe, undignified, or unnecessarily intrusive practices.	There have been no substantiated complaints of actions that are unsafe, undignified, or unnecessarily intrusive.
1. Use forms that elicit information for which there is no clear necessity		A review of standard forms identifies no material issues related to the capture of unnecessary information.	There have been no complaints of information captured that is not necessary to regular business practices.

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
2. Use methods of collecting, reviewing, transmitting, or storing information that allows improper access to the material gathered.		There are no substantiated claims by girls, their parents, or volunteers that collection, review, transmission, or storage of information allows improper access.	There have been no substantiated complaints about information that is collected, reviewed, transmitted, or stored to allow improper access. The log of complaints and their disposition is available for verification.
3. Provide facilities that are not accessible to all or do not provide for appropriate privacy.		There are no substantiated claims that facilities are not accessible to all or that they do not provide for appropriate privacy.	The council has received no complaints concerning the accessibility or privacy of facilities.
4. Be unclear about what may be expected and what may not be expected from any service offered by the organization.	“Unclear” = ambiguous or vague	A review of the descriptions of services offered identifies no concerns.	There have been no complaints concerning the clarity of services offered.
5. Discourage persons from airing a concern or complaint and being heard.		There is a policy in place that permits volunteers to report unethical practices to a third party without fear of retribution.	There is a written internal problem solving and conflict resolution process in place for volunteers that is reviewed and updated on an annual basis. A log is kept of all concerns expressed.

2.2 Treatment of Paid and Volunteer Staff

I hereby present my monitoring report on Executive Limitations Policy 2.2, "Treatment of Paid and Volunteer Staff" according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonifaz, CEO

Date: June 2, 2011

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
<p>With respect to the treatment of paid and volunteer staff, the CEO may not cause or allow conditions that are unfair, undignified, disorganized, or unclear. Further, without limiting the scope of the foregoing, by this enumeration, he or she shall not:</p>	<p>"Cause or allow" = business acts of omission or commission by anyone in the operating organization.</p> <p>"Unfair" = any fraudulent, deceptive, or dishonest practice that is prohibited by law or a policy of the council.</p> <p>"Undignified" = dishonorable, offensive, or inappropriate.</p> <p>"Disorganized" = confusing or unsystematic.</p> <p>"Unclear" = ambiguous or vague.</p>	<p>A review of personnel records identifies no material issues related to unfair, undignified, disorganized, or unclear practices.</p>	<p>There have been no substantiated complaints of actions that are unfair, undignified, disorganized, or unclear by volunteer or paid staff. The log of complaints and their disposition is available for verification.</p>
<p>1. Operate without a written handbook that contains personnel rules which: a) clarify rules for staff; b) provide for effective handling of grievances; c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons; and d) contain a conflict of interest policy.</p>		<p>There is a written handbook that contains personnel rules.</p> <p>There is a written grievance procedure for all paid and volunteer staff.</p> <p>A review of paid staff personnel files demonstrates that 100% contain an up-to-date signed conflict of interest statement.</p>	<p>100% of paid staff have been provided with a written manual of personnel policies, including a grievance procedure.</p> <p>A review of individual personnel records will show that all files contain an up-to-date, signed conflict of interest statement.</p>
<p>2. Operate without a written job description.</p>		<p>There are written job descriptions in place for 100% of paid and volunteer staff positions.</p>	<p>100% of volunteer and paid staff members are provided with a written job description.</p>

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
3. Discriminate against any staff member for non-disruptive expressions of dissent.		There have been no successful lawsuits by paid or volunteer staff for conditions that allow unfair, undignified, disorganized, or unclear practices.	<p>There are no outstanding lawsuits against the organization regarding personnel issues.</p> <p>There is an internal whistleblower policy in place that permits employees to report unethical practices. A review of this policy indicates that there were no substantiated reports in the past year.</p>
4. Allow staff to be uninformed or unaware of their protections under this policy as interpreted by the CEO.		A review of the personnel manual and orientation schedules will document that staff are informed of their protections under this policy.	100% of paid staff have received a copy of the council's personnel manual.

2.3 Compensation and Benefits

I hereby present my monitoring report on Executive Limitations Policy 2.3, "Compensation and Benefits" according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonipar, CEO

Date: June 2, 2011

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
<p>With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the CEO shall not cause or allow jeopardy to fiscal integrity or public image. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:</p>	<p>"Cause or allow" = business acts of omission or commission by anyone in the operating organization.</p> <p>"Jeopardy to fiscal integrity" = any activity that would damage the financial health of the organization.</p> <p>"Jeopardy to public image" = any action that could be reasonably interpreted to be outside the scope of a typical operation of similar size and means, causing harm to the organization's reputation.</p>	<p>A review of the council's personnel policies and processes will identify no concerns related to employment, compensation, or benefits.</p>	<p>A review of personnel records will document a paper trail and appropriate adherence to compensation administration processes for all compensation and benefits.</p>
<p>1. Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.</p>		<p>There have been no changes made to the CEO's compensation and benefits, except those approved by the board of directors as a result of its annual performance review of the CEO.</p>	<p>No changes have been made to the CEO's compensation and benefits, except for those changes approved by the board of directors. There is documentation to support any revisions.</p>
<p>2. Alter at-will employment.</p>	<p>"At-will employment" = a doctrine of American law that defines an employment relationship in which either party can break the relationship with no liability.</p>	<p>A review of personnel files demonstrates that 100% of employment letters state that employees are employed "at will".</p>	<p>All personnel files contain an employment letter, stating that employees are employed "at will".</p>

Policy	CEO Interpretation	Compliance will be demonstrated when...	Evidence of Compliance
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.		There is a system in place for administering compensation.	<p>A process for salary administration is in place and available for review.</p> <p>A review of the personnel files will identify no material issues related to compensation and benefits administration.</p>
4. Establish rewards systems other than those based upon established criteria.		There is no evidence of a reward system that does not have established criteria.	The council has no rewards system that is not in compliance with its established compensation administration policy.
5. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.		The external auditor does not question the prudence, ethics, or lawfulness of compensation and benefits administration.	The external auditor issued an unqualified opinion for the past year, with no concerns related to payroll, compensation, or benefits.

**Policy Governance Executive Limitations Evaluation**  
**Board Meeting: June 11, 2011**

Policies being monitored: 2.1 Treatment of Girls and Volunteers; 2.2 Treatment of Paid and Volunteer Staff; 2.3 Compensation and Benefits

Name: \_\_\_\_\_

Question	Policy 2.1 Treatment of Girls and Volunteers	Policy 2.2 Treatment of Paid and Volunteer Staff	Policy 2.3 Compensation and Benefits
Was this report submitted when due?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the report lay out the CEO's interpretation or an operational definition of the policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the interpretation justified or is proof provided to explain why the interpretation is reasonable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was I convinced that the interpretation is justified and reasonable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the interpretation address all aspects of this policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the data show compliance with the CEO's interpretation of our policy?	<input type="checkbox"/> Yes, the CEO is in compliance <input type="checkbox"/> Yes, although the CEO is not in compliance, there was sufficient data to explain why <input type="checkbox"/> No	<input type="checkbox"/> Yes, the CEO is in compliance <input type="checkbox"/> Yes, although the CEO is not in compliance, there was sufficient data to explain why <input type="checkbox"/> No	<input type="checkbox"/> Yes, the CEO is in compliance <input type="checkbox"/> Yes, although the CEO is not in compliance, there was sufficient data to explain why <input type="checkbox"/> No
<b>Comments Regarding Further Policy Development</b>			
Are there any areas regarding these policies that you worry about that are not clearly addressed in existing policy? What is the value that drives your worry?			
What policy language would you like to see incorporated to address your worry?			