



**EXECUTIVE COMMITTEE MEETING
LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS
November 16, 2023 - 5:30 PM
1201 S. Washington Ave., Lansing, MI 48910
REO Town Depot**

Executive Committee: Chairperson Semone James, Vice-Chairperson David Price, Past Chairperson Sandra Zerkle, Member Commissioner DeShon Leek

The BWL full meeting packet and public notice/agenda is located on the official web site at <https://www.lbwl.com/about-bwl/governance>.

AGENDA

Call to Order

Roll Call

Public Comment

- 1. Executive Committee Meeting Minutes March 3, 2022 **TAB 1**
- 2. Review of 360 Board Evaluation **TAB 2**

Other

Adjourn

**A quorum of the Board of Commissioners may be in attendance.*

EXECUTIVE COMMITTEE
Meeting Minutes
March 3, 2022

The Executive Committee of the Lansing Board of Water and Light (BWL) met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, on Thursday, March 3, 2022.

Executive Committee Chair David Price called the March 3, 2022 Executive Committee meeting to order at 12:00 p.m. and asked the Interim Corporate Secretary Maria Koutsoukos to call the roll.

Present: Commissioners David Price, DeShon Leek, Anthony Mullen and Sandra Zerkle; also present Commissioner Semone James.

Absent: None

The Interim Corporate Secretary declared a quorum.

Public Comments

None.

Approval of Minutes

Motion by Commissioner Zerkle, **Seconded** by Commissioner Leek, to approve the Executive Committee meeting minutes of February 25, 2021.

Action: Motion Carried.

Review Proposed Changes to Governance Policy and Rules of Procedure

The Executive Committee members reviewed the substantive and technical amendments to the Governance Policy and the Rules of Procedure which will be forwarded to the COW Meeting to debate and consider for approval. The technical amendments are format and grammar changes, and the substantive amendments are changes that affect how the Board operates.

The technical and substantive changes were reviewed as to whether the changes were to be voted on as technical or substantive changes. The Interim Corporate Secretary was instructed to prepare for the March 8, 2022 COW meeting one document for the Governance Policy and one document for the Rules of Procedure, color code the technical changes and substantive changes within the documents, and add page numbers. The Interim Corporate Secretary will also provide a copy of the current Governance Policy and Rules of Procedure at the COW meeting.

Other

There was no other business.

Excused Absence

None.

Adjourn

Chairperson Price adjourned the meeting adjourned at 1:26 p.m.

Respectfully submitted,
David Price, Chairperson
Executive Committee



Board Self-Evaluation Questionnaire

A Tool for Improving Governance Practice
For Voluntary and Community Organizations

Name _____ For period from _____ to _____
(optional)

Non-Profit Sector Leadership Program
College of Continuing Education

VERSION II



Board Self-Evaluation Questionnaire

Board Self-Evaluation Questionnaire

A Tool for Improving Governance Practice for Voluntary and Community Organizations

Name _____ For period from _____ to _____
 (optional)

Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **Executive Director or CEO**. This version also includes Section E, which provides feedback to the Chair of the Board.

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

A. How Well Has the Board Done Its Job?

- | | | | | | |
|---|---|---|---|---|---|
| 1. Our organization has a three to five-year strategic plan or a set of clear long-range goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| 2. The board's meeting agenda clearly reflects our strategic plan or priorities. | 1 | 2 | 3 | 4 | 5 |
| 3. The board has insured that the organization also has a one-year operational or business plan. | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies. | 1 | 2 | 3 | 4 | 5 |
| 5. The board ensures that the organization's accomplishments and challenges are communicated to members and stakeholders. | 1 | 2 | 3 | 4 | 5 |

6. The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources. 1 2 3 4 5

7. _____ 1 2 3 4 5

My overall rating (add together the total of the numbers circled):

- Excellent (28+) Very Good (20-27) Good (15-19)
 Satisfactory (12-18) Poor (7-11)

B. How Well Has the Board Conducted Itself?

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|--|---|---|---|---|---|
| 1. Board members are aware of what is expected of them. | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings is well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most board members come to meetings prepared. | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written reports to the board in advance of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions. | 1 | 2 | 3 | 4 | 5 |
| 6. We do a good job encouraging and dealing with different points of view. | 1 | 2 | 3 | 4 | 5 |
| 7. We all support the decisions we make. | 1 | 2 | 3 | 4 | 5 |
| 8. The board has taken responsibility for recruiting new board members. | 1 | 2 | 3 | 4 | 5 |
| 9. The board has planned and led the orientation process for new board members. | 1 | 2 | 3 | 4 | 5 |
| 10. The board has a plan for director education and further board development. | 1 | 2 | 3 | 4 | 5 |
| 11. Our board meetings are always interesting. | 1 | 2 | 3 | 4 | 5 |
| 12. Our board meetings are frequently fun. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (28+)
 Very Good (20-27)
 Good (15-19)
 Satisfactory (12-18)
 Poor (7-11)

C. Board’s Relationship with Executive Director

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|---|---|---|---|---|---|
| 1. There is a clear understanding of where the board’s role ends and the Executive Director’s begins. | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the Executive Director. | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the Executive Director | 1 | 2 | 3 | 4 | 5 |
| 4. The Board provides direction to the Executive Director by setting new policies or clarifying existing ones. | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed as communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization. | 1 | 2 | 3 | 4 | 5 |
| 6. The board has developed formal criteria and a process for evaluating the Executive Director | 1 | 2 | 3 | 4 | 5 |
| 7. The board, or a committee of the board, has formally evaluated the Executive Director within the past 12 months. | 1 | 2 | 3 | 4 | 5 |
| 8. The board evaluates the Executive Director primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy. | 1 | 2 | 3 | 4 | 5 |
| 9. The board provides feedback and shows its appreciation to the Executive Director on a regular basis. | 1 | 2 | 3 | 4 | 5 |
| 10. The board ensures that the Executive Director is able to take advantage of professional development opportunities. | 1 | 2 | 3 | 4 | 5 |
| 11. _____ | 1 | 2 | 3 | 4 | 5 |

My overall rating:

- Excellent (28+) Very Good (20-27) Good (15-19)
 Satisfactory (12-18) Poor (7-11)

D. Performance of Individual Board Members (Not to be shared)

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|---|---|---|---|---|---|
| 1. I am aware of what is expected of me as a board member. | 1 | 2 | 3 | 4 | 5 |
| 2. I have a good record of meeting attendance. | 1 | 2 | 3 | 4 | 5 |
| 3. I read the minutes, reports and other materials in advance of our board meetings. | 1 | 2 | 3 | 4 | 5 |
| 4. I am familiar with what is in the organization's by-laws and governing policies. | 1 | 2 | 3 | 4 | 5 |
| 5. I frequently encourage other board members to express their opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 6. I am encouraged by other board members to express my opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 7. I am a good listener at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 8. I follow through on things I have said I would do. | 1 | 2 | 3 | 4 | 5 |
| 9. I maintain the confidentiality of all board decisions. | 1 | 2 | 3 | 4 | 5 |
| 10. When I have a different opinion than the majority, I raise it. | 1 | 2 | 3 | 4 | 5 |
| 11. I support board decisions once they are made even if I do not agree with them. | 1 | 2 | 3 | 4 | 5 |
| 12. I promote the work of our organization in the community whenever I had a chance to do so. | 1 | 2 | 3 | 4 | 5 |
| 13. I stay informed about issues relevant to our mission and bring information to the attention of the board. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

- Excellent (28+) Very Good (20-27) Good (15-19)
 Satisfactory (12-18) Poor (7-11)

E. Feedback to the Chair of the Board (Optional)

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|---|---|---|---|---|---|
| 1. The board has discussed the role and responsibilities of the Chair. | 1 | 2 | 3 | 4 | 5 |
| 2. The Chair is well prepared for board meetings. | 1 | 2 | 3 | 4 | 5 |
| 3. The Chair helps the board to stick to the agenda. | 1 | 2 | 3 | 4 | 5 |
| 4. The Chair ensures that every board member has an opportunity to be heard. | 1 | 2 | 3 | 4 | 5 |
| 5. The Chair is skilled at managing different points of view. | 1 | 2 | 3 | 4 | 5 |
| 6. The Chair can be tough on us as a group when we get out-of-line. | 1 | 2 | 3 | 4 | 5 |
| 7. The Chair knows how to be direct with an individual board member when their behaviour needs to change. | 1 | 2 | 3 | 4 | 5 |
| 8. The Chair helps the board work well together. | 1 | 2 | 3 | 4 | 5 |
| 9. The Chair demonstrates good listening skills. | 1 | 2 | 3 | 4 | 5 |
| 10. The board supports the Chair. | 1 | 2 | 3 | 4 | 5 |
| 11. The Chair is effective in delegating responsibility amongst board members. | 1 | 2 | 3 | 4 | 5 |
| 12. _____ | 1 | 2 | 3 | 4 | 5 |

My overall rating:

- Excellent (28+) Very Good (20-27) Good (15-19)
 Satisfactory (12-18) Poor (7-11)

F. Appointees' Evaluation

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|--|---|---|---|---|---|
| 1. There is a clear understanding of where the board's role ends and the Appointee's begins. | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the Appointee. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Excellent (28+) | <input type="checkbox"/> Very Good (20-27) | <input type="checkbox"/> Good (15-19) |
| <input type="checkbox"/> Satisfactory (12-18) | <input type="checkbox"/> Poor (7-11) | |

G. City of Lansing Officials' Evaluation

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | | | | | |
|--|---|---|---|---|---|
| 1. The board ensures that the organization's accomplishments and challenges are communicated to stakeholders. | 1 | 2 | 3 | 4 | 5 |
| 2. The board has ensured that stakeholders have received reports on how the organization has used its financial resources. | 1 | 2 | 3 | 4 | 5 |

My overall rating:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Excellent (28+) | <input type="checkbox"/> Very Good (20-27) | <input type="checkbox"/> Good (15-19) |
| <input type="checkbox"/> Satisfactory (12-18) | <input type="checkbox"/> Poor (7-11) | |