

**Transparency-Accountability-Entrustment-Delegation Checklist for Pool Board Draft 1-14-20**

	Yes	No	Pending	COMMENTS
<b>Governance - the Pool Board</b>				
Is there a formal process for recruiting/selecting Board members?				
Are you aware of any informal recruitment process as well?				
Is the Board in charge of recruitment of Board members?				
Does the Board engage in succession planning for itself?				
Has the Board ID'd desirable qualities for new Board members?				
Is there a Board-directed process for on-boarding new members?				
Is the Board able to control its meeting agenda?				
Is there a Board governance document or Board "job description"?				
Is there a Board handbook or electronic equivalent?				
Are there retreat or strategic planning opportunities?				
Are your agenda materials received timely?				
Do you get complete copies of key documents, including:				
Annual audited financial statements				
Reports of all audits done				
Compensation study/pay plan				
Actuarial reports				
Annual proposed budget				
Monthly financials				
Quarterly/annual investment report				
Reports on litigation/claims against the pool				
Does the Board have committees to assist its work?				
Are you familiar with the pool's formation documents?				
Are you aware of what powers must be exercised by whom?				
Are critical policies in place for administrative matters, e.g.:				
Purchasing/contracting policies				
Personnel policies				
Compensation plan				
<b>Coverage Documents/Policies</b>				
Do you know who's in charge of adopting coverage documents?				
Are coverage documents issued annually and timely?				
Are criteria in place for how/when coverage changes are made?				
Are coverage changes announced in a timely fashion?				
Are the coverage documents understandable?				
Process for evaluating coverages vs. members' needs?				
<b>Finance/Rating/Budgeting</b>				
Do you know who sets rates and how?				
If the Board sets rates, do you do so with all info needed?				
Is there an annual or regular recap of rating projections vs. reality?				
Are you aware of the excess/reinsurance arrangements in place?				
Are you fully advised on brokers and fees?				
Are there any "staff discretion" rating components?				
Is there an RFP schedule for key TPAs such as auditors, actuaries?				
Is the admin budget organized in an understandable fashion?				
Does the Board get a budget-to-actual comparison?				
Is a process in place for budget amendments?				
Are limits on contracting authority known and followed?				
Are you aware of which contracts require Board approval?				
Is there a policy for admin budget v. loss fund charges?				
Are benchmarking guidelines in place and reviewed regularly?				

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<b>Personnel Issues</b>				
Do you know who the Board's direct reports are?				
Are you aware of any positions that could be direct reports but aren't?				
Is there an employment agreement with each direct report?				
Is each employment agreement reviewed at least annually?				
Do you do an annual evaluation for direct reports?				
Do you require direct reports to have annual goals?				
Do you review goal attainment annually?				
Is the authority to adopt/amend personnel policies known?				
Are critical personnel policies/documents in place, including:				
Hiring practices, nepotism, conflicts of interest				
Performance evaluations				
FLSA-compliant overtime policies				
Up-to-date job descriptions and exempt/nonexempt status				
Conduct/harassment/discrimination/bullying policy				
Recourse processes				
Are you aware of any material "informal" benefits or processes?				
Is a periodic salary study done?				
Is there an annual compensation plan?				
<b>Claims/Underwriting</b>				
Are you aware of claims processes/authority limits?				
Do formation documents require Board involvement in:				
Approving claims decisions at any level?				
Approving members or other underwriting decisions?				
Resolving claims-related disagreements or disputes?				
If Board is not/not required to be involved, does it want to be:				
Via a Claims Committee				
Via an Underwriting Committee				
Is there a recourse process for member dissatisfaction or disputes?				
Are best practices in place for claims handling?				
Is there an annual independent claims audit?				