

ADMINISTRATIVE REPORTS

The Chief Executive Officer shall establish a procedure for reports to the Board from all critical departments and sub-departments. Such reports for each department shall be provided to the Board on a schedule jointly established by the Board and Chief Executive Officer and shall include:

1. Goals and objectives;
2. Accountability and performance measures and criteria, including objective and verifiable standards;
3. Mechanisms and schedules for assessing such performance measures and criteria;
4. Progress toward goals and objectives; and
5. Any trends or other issues of particular significance or concern.

The Board may request additional reports as needed.

[Adoption date: September 6, 2001]