



## Preliminary Schedule of 2019 MHLS Board Committee Meetings

Month	Agenda Items for Committee Meetings
January	
February	<u>Incentives</u> <ul style="list-style-type: none"> <li>• Review of Committee Charge</li> <li>• Construction Grant Program Procedures</li> <li>• Review of Mileage Equalization Grant Program</li> <li>• Review of NYLA Conference Scholarship Grant Program</li> </ul>
March	<u>Nominations &amp; Elections</u> <ul style="list-style-type: none"> <li>• Review of Committee Charge</li> <li>• Establish timeline for nomination procedures of Board Officers</li> </ul>
April	<u>Bylaws, Policies &amp; Procedures (early April)</u> <ul style="list-style-type: none"> <li>• Review of Committee Charge</li> <li>• Annual Bylaws Review &amp; Recommendations to Board</li> <li>• Review Videoconferencing Policy</li> </ul> <u>Trustee Services</u> <ul style="list-style-type: none"> <li>• Review of Committee Charge</li> <li>• Debrief re: March Board Orientation</li> <li>• Planning for the Annual Membership Meeting</li> <li>• Board NYLA Memberships</li> </ul> <u>Facilities</u> <ul style="list-style-type: none"> <li>• Review Committee Charge</li> <li>• Review 2018-2019 Facilities Projects</li> <li>• Review MHLS Capital Plan &amp; Timeline</li> <li>• Review Proposed 2019-2020 Projects</li> </ul>
May	<u>Nominations &amp; Elections</u> <ul style="list-style-type: none"> <li>• Review of Potential Candidates for Board Officers</li> </ul> <u>Audit (late May/early June)</u> <ul style="list-style-type: none"> <li>• Review of 2018 MHLS Audit &amp; Recommendation to Board</li> </ul>

June	<u>Personnel &amp; Planning</u> <ul style="list-style-type: none"> <li>• Review of Implementation of MHLS Action Plans for 2019 Services</li> <li>• Review of Personnel Policies Handbook</li> <li>• Review of Executive Director’s Evaluation Process</li> </ul> <u>Incentives</u> <ul style="list-style-type: none"> <li>• Review of NYLA Conference Grant Scholarship applications</li> </ul>
July	
August	<u>Finance</u> <ul style="list-style-type: none"> <li>• Review of Committee Charge</li> <li>• Annual Review of MHLS Fiscal Policies (<i>requires full Board approval</i>)</li> <li>• Mid-year Budget Review &amp; Recommendation to Board • Review budgets and how increased funds are being allocated <ul style="list-style-type: none"> <li>○ Coordinated Outreach</li> <li>○ Correctional Facilities</li> <li>○ County Jails</li> </ul> </li> </ul> <u>Nominations &amp; Elections</u> <ul style="list-style-type: none"> <li>• Revision of Committee Charge</li> <li>• Proposed Slate of 2019 Board Officers</li> </ul> <u>Incentives (late August)</u> <ul style="list-style-type: none"> <li>• Construction Grant Applications Review &amp; Ranking</li> </ul>
September	<u>Personnel &amp; Planning</u> <ul style="list-style-type: none"> <li>• MHLS Personnel Policies</li> <li>• Mid-Year Action Plans Report</li> <li>• Executive Director’s Evaluation</li> </ul>
October	<u>Facilities</u> <ul style="list-style-type: none"> <li>• Annual Physical Inspection/Facilities Review</li> </ul> <u>Trustee Services</u> <ul style="list-style-type: none"> <li>• MHLS Board Orientation Evaluation</li> <li>• Topics for Future Board Meeting Orientation Sessions</li> <li>• Review of MHLS Trustee Education Program</li> <li>• Annual Membership Meeting Evaluation</li> <li>• 2020 Memo to Board Presidents/Directors</li> </ul>
November	<u>Bylaws, Policy, &amp; Procedures</u> (phone) <ul style="list-style-type: none"> <li>• Rules &amp; Procedures Review (not Bylaws)</li> </ul> <u>Personnel &amp; Planning</u> <ul style="list-style-type: none"> <li>• Review of Plan of Service Action Plans</li> <li>• Executive Director’s Position Description &amp; Evaluation Process</li> </ul> <u>Finance</u> <ul style="list-style-type: none"> <li>• Review of Proposed 2019 Budget &amp; Recommendation to Board</li> </ul>
December	

\* 2019 Scheduled MHLS Board meetings – January/ March/ May/ July/ September/ December