

LIHD 2021 Board Calendar

Activities and Meetings

Date	Topic/Report	Frequency	Lead	Notes/Comments
January				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	LIPT FY Q'4 2020 Financial Report	Quarterly	Finance Committee	
1/27	Bylaws Amendments	Annual	Board	
	Election of Officers/Committee Chairs	Annual	Board	
	Strategic Plan Proposal from Consultant	Special	Superintendent	
1/31	Complete quarterly filings – Q'4 2020	Mo/Quarterly	Superintendent/SJC	
February				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	Quality Committee Meeting – UW (Oct-Dec)	Quarterly	Comm. Orcutt/Supt	
	Finance Committee Meeting – UW (Oct-Dec)	Quarterly	Comm. Berger/Supt	
2/24	Strategic Plan Proposal from Consultant	Special	Board	
March				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	Schedule SAO Audit (FY'19 & 20)	Special	Superintendent	
3/24	Semi-Annual UW Meeting – Financial, Operations and Quality (FY'21 July thru Dec)	Semi-Annual	Mark/Matt/Bob/Crystal	
April				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	AWAPHD Superintendent Conference	Annual	Superintendent	
4/15	PDC Form F-1 deadline	Annual	Commissioners	
4/14	Begin Strategic Planning Process (6 mos.)	Special	Commissioners/Supt	
4/28			Commissioners/Supt	
4/30	Complete all quarterly filings – Q'1 2021	Mo/Quarterly	Superintendent/SJC	

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May				
5/1	2021 Reserve Allocation #1	Semi-Annual	Superintendent	\$75,000
5/1	Renew PO Box	Annual	Superintendent	
5/1	UW FY '21 Subsidy Payment #1 (July – Dec)	Semi Annual	Superintendent	
5/1	D&O, GL and Excess Liability Policy renewal	Annual	Superintendent	
	UW FY '22 Budget Draft review	Annual	Comm. Berger/Supt	
5/15	OPMA/PRA Training Due for Commissioners	Special	All but Comm. Greenstein	
5/17-21	Period for Election Filing	Special	Comms. Campbell/Graville	
	GO Bond Invoice and Move Funds to 6534	Semi-Annual	Superintendent	
5/26	UW FY'22 Annual Budget – first review	Annual	Finance Committee	
	Approve 2020 Supt Performance Review form	Annual	Commissioners	
5/30	File Annual Report with SAO (150-day req)	Annual	Superintendent	
June				
6/1	GO Bond Interest Only Payment	Semi-Annual	Superintendent	
	Update 5-year cash flow w/Accountant	Annual	Superintendent/Accountant	
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	Gather 365 reviews for Superintendent	Annual	President	
	AWAPHD Conference	Annual	Commissioners/Supt	
July				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
7/28	LIHD FY'22 Budget timeline and inputs	Annual	Comm. Berger/Supt	
	LIPT Quality/Financial Reports (Oct - March)	Semi Annual	LIPT	
7/31	Complete quarterly filings – Q'2 2021	Mo/Quarterly	Superintendent/SJC	
August				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	LIPT FY '21 Q'2 Financial Report	Quarterly	Finance Committee	

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August (continued)				
	Quality Committee Meeting – UW (April - June)	Quarterly	Comm. Orcutt/Supt	
	Finance Committee Meeting – UW (April-June)	Quarterly	Comm. Berger/Supt	
	FY'22 Draft budget review w/Finance Committee	Annual	Superintendent	
8/25	LIHD FY '21 mid-year Budget review	Annual	Comm. Berger/Supt	
	LIHD FY '22 Draft Budget – first review	Annual	Comm. Berger/Supt	
	Superintendent Performance Review	Annual	Executive Session	
September				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
9/22	LIHD FY '22 Budget & Levy - final	Annual	Superintendent	
9/22	Present Final Strategic Plan	Special	Superintendent	
October				
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
10/27	Semi-Annual UW Meeting – Financial, Operations and Quality (FY'21 July thru June)	Semi-Annual	Mark/Matt/CR/Providers UWNC Leadership	
10/31	Complete quarterly filings – Q'3 2021	Mo/Quarterly	Superintendent/SJC	DOR, Fed, ES, L&I
November				
11/1	2021 Reserve Allocation #2	Semi-Annual	Superintendent	\$75,000
11/1	UW FY '21 Subsidy Payment #2 (Jan – June)	Semi Annual	Superintendent	
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
	Notice of Budget & Levy Hearings (2 weeks)	Annual	Superintendent	Legal Notice in Islands' Wkly
	Finance Committee Meeting – UW (July-Sept)	Quarterly	Comm. Berger/Supt	
11/10	Special Meeting Budget & Levy Hearings	Annual	Public Hearing	
11/24	LIPT Quality/Financial Reports (Oct - March)	Semi Annual	LIPT	
	Resolution to adopt 2022 Budget & Levy	Annual	Superintendent	General/Debt/Reserve
11/30	File Budget & Levy request with County	Annual	Superintendent	

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December				
12/1	GO Bond Payment	Semi-Annual	Superintendent	
	Monthly UW Operations Call	Monthly	President/Supt	
	Monthly UW Clinic Meeting	Monthly	President/Supt	
12/22	Review interest for Officers/Committee Chairs	Annual	Board	
	Adopt 2022 Meetings Calendar	Annual	Board	

Color Coding:

Admin	Orange
GO Bond, Taxes & Budget Process	Green
LIPT	Purple
SJ County	Blue
UW	Red

Other items to be scheduled in subsequent years:

January – elect President and Secretary to one-year terms, revisit Committee Chairs; update annual Conflict of Interest log
 Election costs in odd years – Oath of Office
 Accountability Audit in odd years
 Other Memberships/Association dues and conferences
 Additional services and equipment for Clinic; support of community activities (e.g., Tour de Lopez, House Tour, etc.)
 Administrative Guide Review
 UW CSA renewal FY'24