

HANDOUT 1

VA Ann Arbor Healthcare System
Ann Arbor, Michigan

Committee Information Sheet
February 17, 2000

INCENTIVE AWARDS COMMITTEE

1. PURPOSE:

a. The primary purpose of the Incentive Awards Committee is to review and recommend approval of team proposals for performance improvement initiatives that support VAAAHS strategic planning goals. Team awards are distinguished from other performance activities in that the goals and expected outcomes for teams are negotiated in advance through submission of a proposal. The Committee determines potential dollar amounts for team awards based on application of scoring criteria. Award amounts reflect the degree to which:

- proposals support strategic planning goals
- participation on the team is interdisciplinary
- team outcomes are expected to have a positive impact on performance measures
- team outcomes are expected to have a positive impact on external review recommendations
- team members function beyond their normal scope of duty.

At the completion of the team's work, a report is submitted to the Incentive Awards Committee describing accomplishment of team goals. The Incentive Awards Committee makes a recommendation to the Director of the final award amount based on the degree to which team goals are achieved.

b. Members of the Incentive Awards Committee encourage participation in the process by publicizing information, providing assistance to teams in the development of proposals, and identifying ideas for study areas.

c. The Incentive Awards Committee also reviews ideas from managers and supervisors for new incentive award programs and makes recommendations to the Director regarding their appropriateness.

2. FREQUENCY OF MEETINGS: Twice monthly on the first and third Thursday.

3. MEMBERSHIP: Membership includes representatives from each TMT area and the AFGE. A simple majority of members constitutes a quorum. Substitutes are not allowed with the exception of designated back-ups for Information, Patient Care Services and Human Resources. Current membership is as follows:

Senior Consultant, Health System
Development Group (00C) [Chairperson]
Chief Information Officer (40) or designee
Chief Resources Officer (20) or designee
Associate Director for Patient Care Services (30) or designee
Administrative Officer, GRECC (11G)
Administrative Officer, Ambulatory Care (11A)
AFGE Representative

Ex-officio:
Performance Improvement
Coordinator (11P)
Performance Measurement
Coordinator (00P)
Personnel Officer (24)

2.
VA Ann Arbor Healthcare System
Ann Arbor, Michigan

Committee Information Sheet
November 1, 1999

4. PERFORMANCE REVIEW: A performance review of the Incentive Awards Committee is incorporated in the annual functional review process of the Administrative Executive Board (AEB).
5. REPORTING REQUIREMENTS: The Incentive Awards Committee reports to the AEB. An activity report will be provided to the AEB and Executive Leadership Board on a quarterly basis.
6. MINUTES: Minutes will be approved by the Director and filed in the Director's office.
7. RESCISSIONS: None.
8. REFERENCES: Incentive Awards and Recognition Program Policy Memorandum 20-16
9. ANNUAL REVIEW DATE: February 2001
10. FOLLOW-UP RESPONSIBILITY: Incentive Awards Committee Chairperson

JAMES W. ROSEBOROUGH
Director

Distribution: A

Annual Review

Name	Date