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May 7, 2015

TO: Land Conservation and Development Commission

FROM: Carrie MacLaren, Deputy Director

SUBJECT: **Agenda Item 11, May 20-21, 2015, LCDC Meeting**

ANNUAL PERFORMANCE EVALUATION OF DLCD DIRECTOR

The Annual Performance Progress Report Key Performance Measure #20 requires an annual evaluation of the performance of the director of the Department of Land Conservation and Development (department) by the Land Conservation and Development Commission (commission).

In 2008, the commission adopted a performance evaluation policy that sets forth the process for conducting the annual evaluation. That process includes the appointment of a subcommittee to make a recommendation to the commission on both process (schedule and participants) and evaluation criteria, which recommendations must be made during a public meeting. The process is otherwise flexible as to how the commission undertakes the evaluation. (Attachment A) We propose a schedule as follows:

- May 2015 meeting: appoint a subcommittee¹
- July 2015 meeting: subcommittee will make recommendation to the full commission re the evaluation process and criteria
- September 2015 meeting: commission conducts the evaluation.

In the past, the commission has undertaken both extensive evaluations (with stakeholder input) and more streamlined/internal-commission evaluations. The department's recommendation is to alternate the depth of the evaluation in different years, undertaking more extensive stakeholder input in even-numbered years, and more internal/commission-focused review in odd-numbered years. The commission undertook an extensive evaluation in 2014.

The department recommends that the commission appoint a subcommittee of two to three commissioners to prepare and manage the evaluation process.

ATTACHMENT

¹ This schedule begins and ends one meeting earlier than in past years, enabling the department to better meet the November deadline for submission of our Annual Performance Progress Report.

A. [Performance Evaluation Policy](#)