

**Oregon Board of Forestry
Governance Performance Measure
Best Practices Performance Self-Evaluation Input Form**

Performance Measure: Percent of total best practices met by the Board.

Target: 100%

Period: Annual, Calendar Year Basis

ODF Key Performance Measure: #22

Board Adopted: September 6, 2006

Version: 2007 v1.1

Board Member _____ Date(s) Completed _____

A. Instructions:

1. Consider the previous 12 months of performance.
2. Complete the form electronically or by hand.
3. Place a checkmark in one of the four evaluation categories for each of the 16 criteria.
4. If desired, insert comments for each of the 16 criteria.
5. If desired, answer the four summary questions at the end of the form.
6. Submit the completed form electronically by email or hardcopy by regular mail to:

Pamela J. Stroebel Valencia
Quality Assurance Program Director
Oregon Department of Forestry
2600 State Street
Salem, OR 97310

email: pstroebel@odf.state.or.us

B. Best Practices Criteria Evaluation:

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Executive Director's performance expectations are current. <i>The Board understands this to mean that the State Forester's Position Description is current.</i> <u>Comments:</u>				
2. Executive Director's performance has been evaluated in the last year. <i>The Board understands this to mean that the State Forester's Position Description is current and that the annual performance appraisal has been completed.</i> <u>Comments:</u>				
3. The agency's mission and high-level goals are current and applicable. <i>The Board understands this to mean that the Board's Forestry Program for Oregon and Oregon Forest Practices Act/Rules are current.</i> <u>Comments:</u>				

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<p>4. The board reviews the <i>Annual Performance Progress Report</i>. <i>The Board understands this to mean that the Board reviews the report annually as a meeting agenda item.</i> <u>Comments:</u></p>				
<p>5. The board is appropriately involved in review of agency's key communications. <i>The Board understands this to mean agency and Board communications at a policy level, versus a day-to-day operating level.</i> <u>Comments:</u></p>				
<p>6. The board is appropriately involved in policy-making activities. <i>The Board understands this to mean those policy activities that particularly have a statewide perspective, including holding Board meetings at different geographic locations around the state.</i> <u>Comments:</u></p>				
<p>7. The agency's policy option packages are aligned with their mission and goals. <i>The Board understands this to mean the packages included in the biennial budget process as part of the Agency Request Budget.</i> <u>Comments:</u></p>				
<p>8. The board reviews all proposed budgets. <i>The Board understands this to mean the Department of Forestry's biennial budget at the Agency Request Budget level.</i> <u>Comments:</u></p>				
<p>9. The board periodically reviews key financial information and audit findings. <i>The Board understands this to mean significant financial issues and as audits are released. By way of example, this would include the 2007 D.L. Phipps Nursery situation or the \$10 million State Forests Funds situation.</i> <u>Comments:</u></p>				

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<p>10. The board is appropriately accounting for resources. <i>The Board understands this to mean critical issues relating to human, financial, material and facilities resources by providing oversight in these areas. This means that the Board receives briefings on such issues as succession management, vacancies, the budget, and financial effects of the fire program.</i> <u>Comments:</u></p>				
<p>11. The agency adheres to accounting rules and other relevant financial controls. <i>The Board understands this to mean the receipt of the annual statewide audit report from Secretary of State which highlights any variances in accounting rules or significant control weaknesses.</i> <u>Comments:</u></p>				
<p>12. Board members act in accordance with their roles as public representatives. <i>The Board understands this to mean that they follow public meeting rules, the standard of conduct for Board members, and the public input process. Members received training and information from the Governor's Office upon appointment.</i> <u>Comments:</u></p>				
<p>13. The board coordinates with others where responsibilities and interests overlap. <i>The Board understands this to mean other public agencies and boards with statutory authority connections or overlaps, e.g. the Forest Trust Land Counties, the Oregon Environmental Quality Commission/Department of Environmental Quality; the Oregon Fish and Wildlife Commission/Department of Fish and Wildlife; the State Land Board; local fire districts; the United States Forest Service; the Bureau of Land Management..</i> <u>Comments:</u></p>				
<p>14. The board members identify and attend appropriate training sessions. <i>The Board understands this to mean the workshops, symposia, and field tours that accompany some Board meetings, and that the Board receives adequate technical information.</i></p>				

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<u>Comments:</u>				
15. The board reviews its management practices to ensure best practices are utilized. <i>The Board understands this to mean carrying out this self-evaluation on an annual basis, conducting the annual Board work plan status check, and by conducting the periodic scan of issues on a biennial basis.</i> <u>Comments:</u>				
<i>Listed below is an additional best practice for the Board of Forestry; not included in calculating the percentage adherence to best practices.</i>				
16. The board values public input and transparency in conducting its work through outreach to and engagement of stakeholders and by using its work plan communication tools. The board also values input and communications with its standing advisory committees, special ad hoc committees and panels and external committees with board interests. <u>Comments:</u>				
Total Number (Criteria 1-15)				
Percentage of Total in Each Evaluation Category (Criteria 1-15)				
Percentage of Total in "Agree" and "Disagree" (Criteria 1-15)				

C. Summary Questions for Consideration:

1. How are we doing?
2. How do we compare to others and/or to our target?
3. What factors are affecting our results?
4. What needs to be done to improve future performance?