

Agenda Item No:	M
Title and # of Issue:	Board of Forestry Administrative Work Plan New Board Priority Issue 0
Date of Presentation:	January 7, 2009
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### **SUMMARY**

The purpose of this agenda item is to seek Board approval of a new Board of Forestry Administrative Work Plan.

### **CONTEXT**

In early 2005, the Board of Forestry implemented a newly-adopted decision system that organizes work around major substantive issues. Since that time, eight substantive Board Primary Issues have resulted in eight work plans.

Many other Board duties and functions that are administrative, governing, and ceremonial are not currently included in these work plans. These have been handled as either stand-alone items that do not relate to any specific work plan or referenced as being in work plans that related closest to the issue, but often not actually a true component of that work plan. Some of these issues – particularly those of governance and reporting – are significant in nature, even though they may not have risen to the level of being considered primary issues. Examples include agency budget and legislative concept development and status updates, appointments to Board committees and work groups, and Board recognition of landowners, such as the annual Operators of the Year awards.

In 2009, the Board will begin using a newly-developed Decision Support System (DSS) – a content management system for Board documents and reference materials that will enable Board members and department staff to effectively and efficiently track, monitor, and reference Board work and decisions. The system is organized around components of the decision system currently used by the Board for its work – work plans, primary issues, and intermediate Board issues. By adopting a new work plan to handle administrative issues not addressed in the primary eight work plans, all of the Board's work processes and procedures will now be organized and captured in a common method. This will also enable these administrative functions and associated documentation to be organized and available within the DSS in a similar manner as all other Board information.

**RECOMMENDATION**

Staff recommends that the Board adopt the Board of Forestry Administrative Work Plan.

**NEXT STEPS**

Implementation will begin immediately with March Board meeting agenda items and implementation of the Board's DSS.

**ATTACHMENTS**

- (1) December 4, 2008 Draft Board of Forestry Administrative Work Plan – Primary Issue 0