

April 26-27, 2016 OWEB Board Meeting Executive Director Update #O-2: OWEB Subcommittees

Background

OWEB has been formalizing its committee structure over the past four years. The intent of subcommittees is to allow a subset of the 17-member board to analyze policy-level issues at a deeper level than is allowed for during board meetings. This deeper work helps subcommittees guide staff as they develop recommendations for board consideration. Each committee has a lead staff person who serves as the staff point of contact for the committee, and others who assist as needed.

Currently, in addition to meetings with the co-chairs, OWEB has six subcommittees, detailed in the table included as Attachment A. Based on feedback received from the OWEB Board in a 2015 survey, and subsequent conversations with board members and staff, the following items are recommended:

- 1) Continue with the subcommittee structure as outlined
- 2) Based on board membership changes, provide the opportunity for board members to re-identify committee membership preferences and to shift committees
- 3) Provide specific topics that subcommittees will address. It was also noted that some committees have not yet met, while others have had extensive policy interactions
- 4) Consider a more consistent meeting schedule for committees
- 5) Incorporate committee chairs into the discussion at board meetings about topics from the committee and/or have specific committee reports at meetings
- 6) Additional committees may be needed if a Working Farms and Ranches and/or Clean Water Fund program are established in the 2017 legislative session

Next Steps

In coordination with the Executive Committee, staff are preparing a survey to gain a better understanding from each board member of the following items:

- Committees of interest for each board member (see attached list and description);
- Board member willingness to serve as a committee chair, which would also require serving on the executive committee; and
- Timing for committee meetings (consistent vs. ad hoc)

Once feedback is received, the co-chairs will work with staff to identify board members for each committee. Staff will then work with committees to establish meeting times/dates per the group's preference. The goal is for committees to begin meeting with a revised roster this summer.

Staff Contact

If you have questions or need additional information, contact Meta Loftsgaarden at meta.loftsgaarden@state.or.us or 503-986-0180 or Eric Hartstein, eric.hartstein@state.or.us or 503-986-0029.

Attachments

- A. Board Committee Structure, Membership and Meeting Recommendations

Board Committee Structure, Membership and Meeting Recommendations

OWEB Committee	Membership Structure	Current Membership	Staff recommendation for meeting frequency
Co-Chairs	Two; elected by board	Eric Quaempts Dan Thorndike	Meet ahead of board meetings and other policy decisions as appropriate (typically 1 hour each)
Executive Committee	Co-Chairs Chair of each subcommittee	Eric Quaempts Dan Thorndike Monitoring (vacant) Debbie Hollen (Operating Capacity) Will Neuhauser (Focused Investments) Open Solicitation member (vacant)	2-3x/year (4x-5x/year during 2017 strategic planning process) (typically 1-2 hour meetings)
	Examples of topic areas: Agency Request Budget; Key Performance Measures; Biennial Report; Strategic Plan		
Operating Capacity	Five board members	Debbie Hollen (chair) John Roberts Vacant Karl Wenner Randy Labbe	Quarterly; in 2017 may need two additional meetings for new Council Capacity solicitation (typically 90 minutes)
	Examples of topic areas: Watershed Council Capacity Program; Monitoring of Capacity Investments; Building Capacity; SWCD's; NOWC/OACD		
Open Solicitation	Five board members	Morgan Rider (chair) Vacant Stephen Brandt Vacant (prev. Mike Haske) Rosemary Furfey	Quarterly; additional meetings may be needed to set outreach grant strategy (typically 1-2 hours)
	Examples of topic areas: Regular Grant Program; Outreach Grants; Small Grants (CREP, Weeds, etc.); Regional Review Teams; Prog. Effectiveness Monitoring		
Focused Investments	Five board members	Will Neuhauser (chair) Bob Webber Randy Labbe (audit) Alan Henning Ron Alvarado	Quarterly (typically 1-2 hours)
	Examples of topic areas: Focused Investment Criteria, Process & Effectiveness Monitoring; Strategic Investments Program; WWRI; Land/Water Acquisitions		
Monitoring	Two members from OC, OS, FI	Karl Wenner (OC) Debbie Hollen (OC) Alan Henning (FI) Vacant (FI) Vacant (OS) Rosemary Furfey (OS)	Quarterly (typically 1-2 hours)
	Examples of topic areas: Effectiveness Monitoring for Focused Investments & Open Solicitation; Biennial Report; Strategic Guidance for Monitoring Applications		
Acquisitions	No set number; determined by who volunteers	Alan Henning John Roberts Bob Webber Randy Labbe Will Neuhauser	1-2x/year; once to receive update on grant process; may need additional policy meeting (typically ½ day)
	Examples of topic areas: Policy Changes; Grant Updates		