



**Performance Measure  
for the Environmental Quality Commission  
December 14, 2006**

<p>Executive Overview</p>	<p>The 2005 legislature directed the Department of Administrative Services and the Legislative Fiscal Office to develop a measure for certain boards and commissions to use in evaluating their own performance. The Environmental Quality Commission (EQC) has been identified as one of the boards and commissions that should have a performance measure.</p> <p>On December 14, 2006, the EQC formally adopted their performance measure, percent of total best practices met by the commission.</p> <p>The measure is an annual self-assessment against 15 best practices for boards and commissions, as laid out by the Department of Administrative Services (DAS).</p> <p>The first report is due in September of 2008, and EQC staff will begin tracking performance in 2007.</p>
<p>Background</p>	<p>The Governor's Web site identifies over 200 different boards and commissions. There are several types of boards and commissions that do different things.</p> <p>The budget note (contained in Attachment A) asked that best practices and a measure be developed for boards and commissions that have governance oversight. To identify boards having governance oversight, two criteria were established:</p> <ul style="list-style-type: none"><li>• The board has an independent state budget or is included in another state agency's budget.</li><li>• The board hires the agency or board's executive director.</li></ul> <p>The Environmental Quality Commission meets the criteria, and hence is one of the commissions required to implement a performance measure.</p> <p>The Department of Administrative Services (DAS) and the Legislative Fiscal Office (LFO) submitted a recommendation to the Joint Legislative Audit Committee (Attachment A).</p> <p>The best practices performance measure recommended by DAS and LFO is "percent of best practices met by the board". The Joint Legislative Audit Committee approved the best practices and the measure, with the intent to have consistent wording among agencies. The measure is calculated as the percent of "yes" responses provided in a self-assessment of best practices, on a Self-assessment Form that lists 15 best practices (page 6 in Attachment A).</p>

	The Environmental Quality Commission is to conduct annual self-evaluations and report on the measure, with the first required report due Sept. 30, 2008 (which covers FY 2007).
EQC Selection of Measure	During its December 14, 2006 meeting, the Environmental Quality Commission agreed to adopt the DAS-recommended measure, and identified how each of the 15 best practices will be accomplished and evaluated. The Commission's decisions are reflected in Attachment XX.
Implementation	<p>The EQC and the Commission Assistant will implement the new measure immediately and begin tracking performance. The first report will be submitted to the legislature in September of 2008.</p> <p>Annually, each Commissioner will have the opportunity to review the 15 best practices and will individually evaluate their assessment of the Commission's performance. During a regular EQC meeting, Commissioners will discuss and compare their individual evaluations, and will agree on a group evaluation.</p> <p>The EQC Assistant will track actions and performance throughout the year as the 15 best practices are met, and will provide the documentation to the Commission.</p>
Reporting	<p>The EQC Assistant will draft and submit the annual report, subject to Commission approval.</p> <p>The Commission agreed that a more extensive narrative should accompany the report, beyond the DAS requirements.</p>
Best Practices	
<b>Best Practices Criteria</b>	
<b>System for Achieving Success</b>	
1. Executive Director's performance expectations are current.	Director's current performance evaluation and the agency's performance measures.
2. Executive Director's performance has been evaluated in the last year.	Full-blown formal evaluation biennially. In off years, the EQC will informally give feedback to the Director when it receives one of the regular semi-annual reports on performance measures results.
3. The agency's mission and high-level goals are current and applicable.	EQC actively participates in development of the 5-year strategic plan and the biennial review of the plan.
4. The Commission reviews the Annual Performance Progress Report as submitted to the legislature.	The EQC reviews the annual report and also an annual report of other agency measures not included in the legislative report.
5. The Commission is appropriately involved in review of agency's key communications.	EQC is involved in DEQ's public process and key media communications. The Director coordinates regularly with the Governor and reports to the EQC on key communications with the Governor's Office in the Director's Dialogue during regular EQC meetings.

6. The Commission is appropriately involved in policy-making activities.	EQC reviews the agency's annual rulemaking agenda and participates in key rulemaking hearings. Commissioners are also involved in the rulemaking process for contentious or critical policies.
7. The agency's policy option packages are aligned with their mission and goals (biennially).	The EQC guides and collaborates with DEQ in budget and legislative agenda development.
8. The board reviews all proposed budgets.	The agency budget is reviewed periodically during development, and the budget request is certified by the EQC Chairperson.
9. The board periodically reviews key financial information and audit findings.	DEQ will provide an Annual Financial Report to the EQC reviewing audit reports and financial performance.
10. The board is appropriately accounting for resources.	Include in the Annual Financial Report to the EQC.
11. The agency adheres to accounting rules and other relevant financial controls.	Include in the Annual Financial Report to the EQC.  In addition, the Commission reviews the Director's expenditures annually.
12. Commission members act in accordance with their roles as public representatives.	Use the Board and Commission Training Manual.
13. The Commission coordinates with others where responsibilities and interests overlap.	Example: joint meetings with other agencies; maintaining a designee on the Oregon Watershed Enhancement Board.
14. The Commission members identify and attend appropriate training sessions.	Examples: New board member training and agency orientation for new Commission members. Periodic informational presentations and workshops to inform Commissioners about upcoming EQC decisions.
15. The Commission reviews its management practices to ensure best practices are utilized.	Annual review of these 15 best practices; annual review of the EQC Involvement Process.