

Oregon Parks and Recreation Commission

November 19, 2014

Agenda Item:	4d	Action
Topic:	Commission Best Practices	
Presented by:	Chris Havel	

The State of Oregon requires an annual review of Commission business practices and procedures. The Commission, with mediation by staff, evaluated fifteen practices during a workshop on September 16, 2014 for the fiscal year spanning July 1, 2013 to June 30, 2014:

1. Executive Director's performance expectations are current.
2. Executive Director receives annual performance feedback.
3. The agency's mission and high-level goals are current and applicable.
4. The board reviews the Annual Performance Progress Report.
5. The board is appropriately involved in review of agency's key communications.
6. The board is appropriately involved in policy-making activities.
7. The agency's policy option packages are aligned with their mission and goals.
8. The board reviews all proposed budgets (likely occurs every other year).
9. The board periodically reviews key financial information and audit findings.
10. The board is appropriately accounting for resources.
11. The agency adheres to accounting rules and other relevant financial controls.
12. Board members act in accordance with their roles as public representatives.
13. The board coordinates with others where responsibilities and interests overlap.
14. The board members identify and attend appropriate training sessions.
15. The board reviews its management practices to ensure best practices are utilized.

The attached results sheet summarizes the results of Commissioner evaluations at that meeting and afterward. Where all commissioners agree their practices achieve the stated aim, the practice is marked as MEETS. Where the commissioners are not in agreement on a practice, it is marked DOES NOT MEET. This report is submitted to the Oregon Department of Administrative Services, and incorporated into the budget document submitted to the Governor and Legislative Assembly.

The attachment also describes changes to the best practices for the July 1, 2014 to June 30, 2015 period.

Attachment: Exhibit A – Best Practices Report

Action Requested: Approve report.

Prior Action by Commission: Prior annual approvals of Best Practices reports.

Prepared by: Chris Havel

Oregon State Parks and Recreation Commission Best Practices Review for 2013

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Explanation of Best Practices process

Every state board and commission completes an annual review of its processes and activities over the past year. The Oregon State Parks and Recreation Commission met in a workshop session in Sept. 2014 to review its Fiscal Year 2013 practices. This report is forwarded to the Department of Administrative Services. The Commission meets all Best Practices required by the State of Oregon.

Evaluation Results

#. Best practice	Exceeds	Meets	Doesn't meet
1. Executive Director's performance expectations are current.	3	4	0
2. Executive Director receives annual performance feedback.	2	4	0
3. The agency's mission and high-level goals are current and applicable.	2	4	0
4. The board reviews the <i>Annual Performance Progress Report</i> .	2	4	0
5. The board is appropriately involved in review of agency's key communications.	3	3	0
6. The board is appropriately involved in policy-making activities.	2	4	0
7. The agency's policy option packages are aligned with their mission and goals.	1	5	0
8. The board reviews all proposed budgets (likely occurs every other year).	0	6	0
9. The board periodically reviews key financial information and audit findings.	1	5	0
10. The board is appropriately accounting for resources.	0	6	0
11. The agency adheres to accounting rules and other relevant financial controls.	3	3	0
12. Board members act in accordance with their roles as public representatives.	1	5	0
13. The board coordinates with others where responsibilities and interests overlap.	2	4	0
14. The board members identify and attend appropriate training sessions.	2	4	0
15. The board reviews its management practices to ensure best practices are utilized.	0	6	0

Continue to the next page for recommended changes and additions covering best practices from July 1, 2014 to June 30, 2015.

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Changes for July 1, 2015 – June 30, 2015

Strikeout removes, text in brackets is added.

#. Best practice	
1.	Executive Director's performance expectations are current.
2.	Executive Director receives annual [and monthly] performance feedback.
3.	The agency's mission and high-level goals are current and applicable.
4.	The board reviews the <i>Annual Performance Progress Report</i> .
5.	The board is appropriately involved in review of agency's key communications.
6.	The board is appropriately involved in policy-making activities.
7.	The agency's policy option packages are aligned with their mission and goals.
8.	The board reviews all proposed budgets (likely occurs every other year).
9.	The board periodically reviews key financial information and audit findings.
10.	The board is appropriately accounting for resources. <i>Comment: improve consent approval process related to regulatory role.</i>
11.	The agency adheres to accounting rules and other relevant financial controls.
12.	Board members act in accordance with their roles as public representatives. <i>Comment: Add annual conflict of interest statement.</i>
13.	The board coordinates with others where responsibilities and interests overlap.
14.	The board members identify and attend appropriate training sessions.
15.	The board reviews its management practices to ensure best practices are utilized.

Suggested new measure:

16. The board approves property acquisition and disposition in a manner consistent with agency goals and policy.