



Oregon

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March 4, 2010

TO: Land Conservation and Development Commission

FROM: John VanLandingham and Greg Macpherson
Director's Performance Evaluation Subcommittee

SUBJECT: **Agenda Item 7, March 17-19, 2010 LCDC Meeting**

**PERFORMANCE EVALUATION OF THE DLCD DIRECTOR
EVALUATION CRITERIA AND PROCESS
~ PUBLIC COMMENT ACCEPTED ~**

The commission has an adopted policy and process for evaluating the department director. That policy provides that

“* * * prior to the evaluation, LCDC shall:

1. Appoint a subcommittee consisting of LCDC members, which shall be responsible for preparing and managing the evaluation process.
2. Adopt criteria, or revise existing criteria, for the evaluation and develop any evaluation forms to be used.
3. Provide any additional direction to the subcommittee, such as whether to invite people other than LCDC members to participate in the evaluation.
4. Allow public comment on the criteria and process at a commission meeting.

The Director's Performance Evaluation Subcommittee asked the director for suggestions on the evaluation criteria and process, which were contained in his memo to the commission dated September 30, 2009. The subcommittee has reviewed the director's suggestions and recommends the following:

Schedule

- March 29 Distribute evaluation forms to recipients via email
- March 29-
April 12 Conduct at least 2 personal interviews, in addition to the emailed surveys
- April 12 Response deadline

- April 13-16 Compile results
- April 19 Share results with director
- April or June Present results to commission and review with director; director
LCDC may provide a self-evaluation to the commission; director decides
Meeting whether review is in open session or executive (“closed”) session

Evaluation Form & Analysis

The evaluation criteria are set out in the attached form (Attachment A). The form was produced in surveymonkey.com and will be distributed via email. The subcommittee will compile the results and prepare a report for the commission.

Survey Recipients

DLCD

- All division managers (Community Services Division, Ocean & Coastal Services Division, Planning Services Division, M49 Development Services Division, Operations Services Division, Director’s Office)
- 1-2 staff members from each division, selected at random

LCDC

- All 7 members

CIAC

- All 8 members

Governor’s Office

- Michael Carrier
- Ray Naff

Other State Agencies

- Marvin Brown, ODF
- Katy Coba, ODA
- Matt Garrett, ODOT

Cities

- Michael Dyal – Medford
- Eric King - Bend
- Susan Muir - Eugene

Counties

- Tom Brian – Washington
- Nick Lelack – Deschutes
- Doug McClain – Clackamas (former planning director)
- Al Switzer – Klamath

Metro

- Kathryn Harrington
- Robin McArthur

Legislature

- Representative Hanna
- Representative Nolan
- Senator Dingfelder
- Senator Telfer

AOC and LOC

- Art Schlack
- Linda Ludwig

Interest Groups

- Jon Chandler – Oregon Home Builders Association
- Dave Hunnicutt - Oregonians in Action
- Shaun Jillions – Oregon Association of Realtors
- Erik Kancler – Central Oregon Landwatch
- Mary Kyle McCurdy – 1000 Friends of Oregon

Attachment A – Evaluation Form

DLCD Director Performance Evaluation

Introduction

The Land Conservation and Development Commission (LCDC) is conducting a performance evaluation of Richard Whitman, Director of the Department of Land Conservation and Development (DLCD). We would appreciate your assistance in providing input on Director Whitman's performance by responding to a brief survey.

To the extent allowed by Oregon law, your name and comments will be kept confidential, as provided by the commission's confidentiality policy.

Please respond to the statements about Director Richard Whitman's leadership at DLCD through December 31, 2009. We would greatly appreciate receiving your survey response by April 12, 2010.

For reference, the rankings are as follows:

- 1=Outstanding. Performance at this level far surpasses expected performance.
- 2=Exceeds expectations. Performance at this level meets, and in some cases, exceeds expectations.
- 3=Fully meets expectations. Performance at this level meets expectations.
- 4=Improvement needed. Performance at this level partially meets expectations, but needs improvement.
- 5=Unsatisfactory. Performance at this level is unacceptable and requires a development plan.
- Unknown=You have insufficient information to rate performance in this area.

As you complete the form, where you think improvement is needed by the director, we encourage you to be specific about why improvement is needed and to give suggestions for how he might improve. Similarly, if you think the director's performance exceeds expectations, we welcome examples or specifics.

Thank you for taking the time to respond. We look forward to hearing from you.

1. Public Relations and Communication:

- Encourages public participation in land use policy-making.
- Works to foster public participation and engagement in the statewide land use system.

1 - Outstanding

2 - Exceeds expectations

3 - Fully meets expectations

4 - Improvement needed

5 - Unsatisfactory

Unknown

Comments or clarifications

	5
	6

DLCD Director Performance Evaluation

2. Legislative Relations:

- Maintains good working relations with a wide range of Oregon legislators.
- Viewed as a problem-solver and resource.
- Adequately explains agency budget needs to the legislature.

jm 1 - Outstanding

jm 2 - Exceeds expectations

jm 3 - Fully meets expectations

jm 4 - Improvement needed

jm 5 - Unsatisfactory

jm Unknown

Comments or clarifications

	5
	6

DLCD Director Performance Evaluation

3. Local Government Relations:

- Maintains open and constructive communications with Oregon cities and counties.
- Provides appropriate guidance to department staff regarding staff relations with local governments and interested parties.
- Makes department and commission policies and decisions clear to local decision makers.
- Helps clarify and resolve problems that local decision makers have with the land use program to the degree within his control.

1 - Outstanding

2 - Exceeds expectations

3 - Fully meets expectations

4 - Improvement needed

5 - Unsatisfactory

Unknown

Comments or clarifications

	5
	6

DLCD Director Performance Evaluation

4. Agency Leadership:

- Appropriately identifies agency priorities and directs resources to accomplish those priorities.
- Assists agency staff and the commission in the development of a strategic plan and policy agenda.
- Fosters cooperation among staff and staff involvement in policy initiatives consistent with direction from the commission, the legislature, and the governor.
- Fosters open, effective, and constructive communication within the department, and between the department and external entities.
- Delegates responsibility appropriately within the agency.

 1 - Outstanding

 2 - Exceeds expectations

 3 - Fully meets expectations

 4 - Improvement needed

 5 - Unsatisfactory

 Unknown

Comments or clarifications

	
	

DLCD Director Performance Evaluation

5. Budget Development and Execution:

- Involves an appropriate range of interests in development of the agency's budget.
- Provides leadership in implementation of the legislatively approved budget.
- Works with the agency management team to align resources with department and commission priorities.
- Responds effectively to budget information and priorities communicated by stakeholders and staff.

jn 1 - Outstanding

jn 2 - Exceeds expectations

jn 3 - Fully meets expectations

jn 4 - Improvement needed

jn 5 - Unsatisfactory

jn Unknown

Comments or clarifications

	5
	6

6. Intergovernmental Coordination:

- Encourages and, where appropriate, provides leadership in coordinating actions affecting land use with other state agencies.

jn 1 - Outstanding

jn 2 - Exceeds expectations

jn 3 - Fully meets expectations

jn 4 - Improvement needed

jn 5 - Unsatisfactory

jn Unknown

Comments or clarifications

	5
	6

DLCD Director Performance Evaluation

7. Action Plan Implementation:

- In consultation with LCDC, develops a high-level Action Plan on an annual basis.
- Implements Action Plan within budget, legislative, and commission priority constraints.

 1 - Outstanding

 2 - Exceeds expectations

 3 - Fully meets expectations

 4 - Improvement needed

 5 - Unsatisfactory

 Unknown

Comments or clarifications

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	6

8. Please provide any additional comments you have regarding the director's performance.

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Thank you for participating in the survey! The performance evaluation subcommittee will report the results to the Land Conservation and Development Commission at an upcoming meeting.

Sincerely,

John VanLandingham and Greg Macpherson
LCDC, Director's Performance Evaluation Subcommittee