

**GOVERNING BOARD SPECIAL MEETING MINUTES  
OREGON DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES**

Thursday, August 1, 2019

8:30 a.m.

*Portland, Oregon*

**1) Call to Order:** (Laura Maffei, Board Chair)

Chair Laura Maffei called the meeting to order at 8:36 a.m.

**2) Introductions:** (Laura Maffei, Board Chair and staff)

Chair Maffei and Linda Kozlowski attended in person, Vice-Chair Katie Jeremiah, Board Members Scott Ashford, were in attendance via phone.

Department of Geology and Mineral Industries (DOGAMI) Staff in attendance:

Brad Avy, Director/State Geologist

Lori Calarruda, Recording Secretary/Executive Assistant

Bob Houston, Interim Legislative Coordinator

Christina Appleby, Acting GIS & Remote Sensing Supervisor

Connor Anderson, Chief Information Officer

Others in attendance:

Sherry Carter, DAS Human Resources (HR) (via phone)

Diane Lloyd, Department of Justice (DOJ) (via phone)

**3) Finalize Questions and Survey Invitee List for the Director Performance Evaluation Process:**

Chair Maffei and Sherry Carter presented the proposed questions and survey invitee list for the Director performance evaluation process.

The purpose of the meeting is to finalize the questions for the Director's performance review. The process has been changed to become more of a 360 evaluation. The Board also needs to determine the scale. Chair Maffei said she took the sample questions Carter provided at the last meeting and made some changes by rearranging and rewording the questions and then sent the revised the questions out to each Board member individually to review prior to the meeting.

The Board discussed the questions, layout, and rating of each. They finalized the questions and agreed to use the standard State scale for rating purposes. The questions will be attached with the minutes in the packet.

The next step the Board took was to identify who should receive the survey questions. The following category list was determined:

- Board members
- All DOGAMI Staff members
- Stakeholders (outside organizations)

- 21           • State Agency Directors/Boards  
22           • Governor's Office  
23           • Legislative  
24

25           Carter said the Board should expect a one-half to three-quarter response rate. If approximately 72  
26           people were sent surveys, about 45 responses should be received. Avy suggested the all-agency  
27           survey be included as part of the evaluation.  
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29           Kozlowski asked how the Director's performance evaluation process works since it is her first time.  
30           Chair Maffei explained the survey process: HR sends out the survey, responses are received, Carter  
31           personally tallies them, the results are discussed at the Board meeting in Executive Session, and then  
32           presented during the public portion of the Board meeting. Avy suggested future directors should  
33           have the criteria presented to them prior to the start of the evaluation period so they know what  
34           they will be evaluated on.  
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36           Jeremiah gave kudos to Chair Maffei for putting the questions together and Carter for the survey  
37           basis.  
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39           Board Action: **Board Action Required.**  
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41           Board Action: **Jeremiah moved to accept the proposed questions and survey invitee list for the**  
42           **Director performance evaluation process as discussed. Kozlowski seconded. Motion carried.**  
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44           **4) Public Comment:**

45           Chair Maffei asked for public comment. No public comments.  
46

47           **5) Board Adjourn:**

48           At the conclusion of the public comment period, Chair Maffei adjourned the meeting at 9:31a.m.  
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50           APPROVED  
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52             
53           \_\_\_\_\_  
54           Laura Maffei, Chair  
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## **DOGAMI DIRECTOR PERFORMANCE EVALUATION QUESTIONS**

**August 2019 DRAFT**

**Review Period: January 1, 2018 – June 30, 2019**

### AGENCY POLICY, STRATEGY, AND GOALS

1. The Director establishes goals aligned with agency priorities.
2. The Director recognizes the need for policy changes and effectively develops policies, procedures and controls necessary to carry out mission and goals of the Board.
3. The Director plans, organizes and problem-solves to achieve desired results and meets goals.
4. The Director accurately predicts and forecasts future needs and prepares strategies on how to deal with them.
5. The Director creates an environment to manage change and takes appropriate calculated risks.
6. The Director actively ensures the organization is moving towards the achievement of performance management and performance standards.

### EMPLOYEE OVERSIGHT

7. The Director creates a climate that motivates employees to perform, ensures work product accountability is established and work output is accomplished by those responsible.
8. The Director coaches and mentors staff to develop and improve the performance of staff.
9. The Director recognizes the need for a diverse workforce and supports ongoing affirmative action efforts both within the Agency as well as externally. This is represented in hiring decisions and contract selections as qualified candidates are evaluated as well as other outreach to the staff and Board.

### COMMUNICATION AND MANAGEMENT (INTERNAL AND EXTERNAL)

10. The Director keeps appropriate people informed and clearly expresses ideas and information verbally and in writing.
11. The Director effectively leads groups to consensus, works well with others to accomplish team objectives, identifies situations needing persuasion/negotiation, effectively reaches conclusions, and actively listens.
12. The Director demonstrates the ability to successfully navigate and operate in a highly visible and contentious environment, responds to multiple constituents who have disparate interests and conflicting agendas, provides liaison between groups.

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13. The Director makes decisions and takes responsibility for them.
14. The Director demonstrates effective judgement, professionalism, responsiveness, creativity, decisiveness, initiative and political awareness.

OVERALL RATING: \_\_\_\_\_