

Board Work Plan:	Administrative
Work Plan Dates:	2016-2017
Draft Presented:	January 6, 2016
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CONTENTS	PAGE
BACKGROUND	1
TOPIC: Development of Legislative Concepts	1
TOPIC: Agency Budget Development and Request.....	2
TOPIC: Board Governance Performance Self-Evaluation	2
TOPIC: Key Performance Measures Review	3
TOPIC: Ongoing Financial Status Check.....	3
TOPIC: Human Resources Dashboard	4
MATRIX: 2016-2017 Administrative Work Plan Matrix	5

BACKGROUND

Agency Administration provides leadership and management, policy development and assessment, public outreach and communications, and administrative support to the Board of Forestry and to the agency’s three operating programs.

The administrative issues that require the Board’s attention include: securing the Board’s input and approval of the Department’s legislative concepts and the Agency Request Budget that is submitted to the Governor and the Department of Administrative Services (DAS) every two years; assisting the Board with its governance performance self-evaluation each year; reporting on the agency’s annual Key Performance Measures; and periodic reports on the agency’s financial status. A Human Resources Dashboard has been added to this draft work plan providing periodic reports on the agency’s human resources and safety-related metrics.

TOPIC: Development of Legislative Concepts

Context

Development of legislative concepts for bills that may be introduced during the 2017 Legislative Session represent an important opportunity to advance Board and Department goals, objectives and priorities, to help shape statewide policy, and to address barriers.

The legislative concept development process involves interactions among multiple groups, including the Board, Department leadership, stakeholders, and the Governor’s Office. Consistent with past cycles, it is expected that the 2017 concepts will be due to DAS and the Governor’s Office in April 2016. Review at those levels generally focuses on alignment with agency and statewide budget and policy considerations, and with the Governor’s priorities.

Board Products/Deliverables/Tasks and Timeline

Review proposed guiding principles and initial list of potential concepts January 2016
Approve the concepts for submission to DAS March 2016

Stakeholder/Public Involvement

Public comments and input will be taken at Board of Forestry meetings and in meetings with stakeholders.

TOPIC: Agency Budget Development and Request

Context

Biennial budget development begins in the fall of odd-numbered years as one component of the Department’s strategic planning effort. To be effective with budget development over the course of the next 13 months through the finalization of the Governor’s Recommended Budget, joint engagement by the agency leadership, the Board, and stakeholders is necessary and is a part of the operating model of leadership at the Board and agency levels. The first steps involve assessing the current and expected situation, establishing development principles and guidelines, and creating initial focus areas for further consideration as the process moves along. These steps guide preliminary budget concept development, and may adjust due to changing environments over the course of the next nine months as the Agency Request Budget is completed. This combination of assessment, principles and guidance, and initial focus areas sets the foundation for final budget development during 2016.

Board Products/Deliverables/Tasks and Timeline

Review proposed guiding principles and provide direction January 2016
Review and provide input on initial budget concepts April 2016
Review and provide input on the budget concepts June 2016
Approve the 2017-19 Agency Request Budget and approve in concept the Board
letter of transmittal to the Governor..... July 2016

Stakeholder/Public Involvement

Public comments and input will be taken at Board of Forestry meetings as well as in meetings with stakeholders.

TOPIC: Board Governance Performance Self-Evaluation

Context

At its September 6, 2006 meeting, the Board of Forestry adopted a governance performance measure for state boards and commissions which had been jointly created by the Executive and Legislative branches during the 2005 legislative process. The Board established a high bar with a goal to achieve 100% agreement that it had met each of the 15 criteria on an annual review basis. In addition, the Board decided to add one additional criterion, which relates to communication/outreach to stakeholders.

Board Products/Deliverables/Tasks and Timeline

Approve the process for the 2016 and 2017 Board governance self-evaluation June 2016, 2017
Through self-facilitation, conduct collective discussion and evaluation of the sixteen best-practices criteria, agreeing on a rating for each criteria..... July 2016, 2017
Review and discuss Board and agency working relationshipsOctober 2016, 2017

Stakeholder/Public Involvement

None.

TOPIC: Key Performance Measures Review

Context

Through the biennial budgeting process, each Oregon state agency is required to develop key performance measures consistent with joint direction from the Legislative Fiscal Office (LFO) and DAS Chief Financial Office (CFO). Key performance measures proposed by state agencies must be approved by the Legislature along with their respective agency budgets. The Department is required to submit an Annual Performance Progress report to LFO and CFO each year.

Board Products/Deliverables/Tasks and Timeline

A summary listing of the agency’s key performance measures, an executive summary on the Department’s performance for the year based on these measures, and individual summaries for each of the current biennium’s 14 measures is provided to the Board for informational purposes September 2016, 2017

Stakeholder/Public Involvement

None. This is an informational item.

TOPIC: Ongoing Financial Status Check

Context

The Board has requested regular updates on the Department’s financial status. The Department has developed a financial dashboard with six gauges (vital indicators) providing valuable information about the agency’s fiscal health.

Board Products/Deliverables/Tasks and Timeline

Financial Dashboard Periodically

Stakeholder/Public Involvement

None. This is an informational item.

TOPIC: Human Resources Dashboard

Context

The Board has requested information on the Department’s human resources and safety-related metrics. The Department will present an initial dashboard of these metrics at the January 2016 as a starting point for future tracking and review.

Board Products/Deliverables/Tasks and Timeline

Human Resources Dashboard Periodically

Stakeholder/Public Involvement

None. This is an informational item.

MATRIX: 2016-2017 Administrative Work Plan Matrix

Administrative Work Plan	2016							2017						
	Jan	Mar	Apr	Jun	July	Sep	Nov	Jan	Mar	Apr	Jun	July	Sep	Nov
Development of Legislative Concepts														
<i>Milestones</i>														
❖ Review proposed guiding principles and initial list of potential concepts	X													
❖ Approve the legislative concepts for submission to DAS		X												
Agency Budget Development and Request														
<i>Milestones</i>														
❖ Review proposed guiding principles and provide direction	X													
❖ Review and provide input on draft budget concepts			X											
❖ Review and provide input on final budget concepts				X										
❖ Approve the 2017-19 Agency Request Budget and approve in concept the Board letter of transmittal to the Governor					X									
Board Governance Self-Evaluation														
<i>Milestones</i>														
❖ Approve the proposed process for the annual Board governance self-evaluation				X							X			
❖ Through self-facilitation, conduct collective discussion and evaluation of the sixteen best-practices criteria, agreeing on a rating for each criteria					X							X		
Key Performance Measures Review														
<i>Milestones</i>														
❖ A summary listing of the agency's key performance measures						X							X	
❖ An executive summary on the Department's performance for the year based on these measures						X							X	
❖ Individual summaries for each of the current biennium's 14 measures is provided to the Board for information						X							X	
Ongoing Financial Status Check														
<i>Milestones</i>														
❖ Financial Dashboard	X		X		X		X		X		X			X
Human Resources Dashboard														

<i>Milestones</i>													
❖ Human Resources Dashboard (occurrence to be determined)	X	TBD											