

Administrative Work Plan	2019						
	Jan	Mar	Apr	Jun	July	Sep	Nov
Development of Legislative Concepts							
<i>Milestones</i>							
❖ <i>Review proposed guiding principles and initial list of potential concepts</i>							
❖ <i>Approve the legislative concepts for submission to DAS</i>							
Agency Budget Development and Request							
<i>Milestones</i>							
❖ <i>Review proposed guiding principles and provide direction</i>							
❖ <i>Review and provide input on draft budget concepts</i>							
❖ <i>Review and provide input on final budget concepts</i>							
❖ <i>Approve the 2019-21 Agency Request Budget and approve in concept the Board letter of transmittal to the Governor</i>							
❖ Receive updates on the status of the agency's budget as it progresses through the Governor's Office and Legislature.	x				x		
Board Governance Self-Evaluation							
<i>Milestones</i>							
❖ Initiate the annual Board governance self-evaluation			x				
❖ Summary evaluation presented for approval of best-practices criteria metrics					x		
Key Performance Measures Review							
<i>Milestones</i>							
❖ A summary of the agency's key performance measures for each of the current biennium's 14 measures.						x	
Ongoing Financial Status Check							
<i>Milestones</i>							
❖ Financial Dashboard	x				x		
Human Resources Dashboard							
<i>Milestones</i>							
❖ Human Resources Dashboard		x					

*Note: Items in italics have been completed and/or scheduled for calendar year 2018.

Board Accomplishments to Date:

Topic Area	Board Decision/Direction (Month/Year)	Work Product(s) that led to Decision
Development of Legislative Concepts	March 2018 - The Board approved the Forest Products Harvest Tax Legislative Concept and directed the Department to proceed with submitting the concept to the Department of Administrative Services.	January 2018 - Legislative Concept Guiding Principles and Initial Ideas
Agency Budget Development and Request	<p>July 2018 - The Board approved the 2019-2021 Agency Request Budget (ARB), and in concept, the Board letter of transmittal to the Governor.</p> <p>The Board authorized the Board Chair to sign the letter following final drafting and directed the Department to submit the Board letter concurrent with the 2019-2021 ARB to Department of Administrative Services by the August 31, 2018 deadline.</p>	<p>January 2018 - Guiding Principles for 2019-21 Agency Request Budget</p> <p>April 2018 – Review Draft Policy Option Packages and Agency Initiative</p> <p>June 2018 – Review of Policy Option Packages and Agency Initiative</p>

Significant Deviations from Initial Work Plan:

Topic Area	Change	Driver behind need for change
Agency Budget Development and Request	Added a work plan milestone to receive updates in January and July 2019 on the status of the agency's budget as it progresses through the Governor's Office and Legislature.	Adding these communication points will provide an updated view of our agency budget requests and outcomes as they progress through Oregon's budget process to become the Governor's Recommended Budget and finally, the Legislatively Adopted Budget.
Agency Financial Dashboard	Rescheduled the November 2018 presentation to January 2019 to provide additional time needed to utilize new systems to redesign the dashboard tool and align new and current staff on new reporting processes. Added a presentation in July 2019 and will revisit for future sequencing.	The design of the Agency Financial Dashboard has not been updated in several years due to existing manual processes. With the implementation of new financial management systems and leadership desires, the dashboard will change to better communicate on the current state of agency financials.
Human Resources Dashboard	Rescheduled January 2019 presentation to March 2019 to allow time to collect 2018 data for the dashboard tool.	The Human Resources Dashboard should reflect the full calendar year data, some of which is unavailable in time for a January presentation. The request was made by Human Resources and approved by the Board to move the HR Dashboard to the March 2019 meeting in order to provide a full picture of the previous year.