

STAFF REPORT

Agenda Item No.:	B
Work Plan:	Administrative
Topic:	Board Governance Performance Self-Evaluation
Presentation Title:	Board Governance Performance Self-Evaluation for 2025
Date of Presentation:	March 4, 2026
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SUMMARY

The Board of Forestry conducts an annual formal evaluation of their performance in meeting best practices of governance as reported in a key performance measure to the Oregon Legislature. This agenda item presents the criteria and timeline to the Board for approval and initiates the annual self-evaluation process.

CONTEXT

The governance performance measure for state boards and commissions, “percent of total best practices met by the board” was enacted by the Oregon State Legislature and adopted by the Board in 2006. The measure includes the fifteen standard best practices criteria from the Legislature with additional tailoring designed to meet the Board’s specific needs and interests, including: descriptive text to assist in a shared understanding of the measure, Likert scale measurements, one additional criterion relating to public involvement and communications, and open-ended summary questions. The Board’s target for the annual performance measure is meeting 100% of the total best practices.

The annual assessment is a self-evaluation conducted individually by each board member in the spring. A cumulative summary of the evaluation results and comprehensive analysis is then presented to the Board in June for collective approval of the Board’s performance relative to the performance measure target. The results and analysis are then included in the agency’s *Annual Performance Progress Report*, reporting to the Legislature on all agency key performance measures, and further discussed during the Board’s annual planning retreat.

The Board Governance Subcommittee recently reviewed the evaluation procedures and the full Board recently discussed all legislative key performance measures during their February retreat. Further work is anticipated over the next biennium to refine the Board’s performance evaluation processes. Assessment for this year’s evaluation will continue utilizing the legislative measure as codified and previously conducted.

RECOMMENDATION

The Department recommends the Board of Forestry approve the Board Governance Performance Measure Best Management Practices Self-Evaluation Criteria for 2025 as presented in Attachment 1, initiate the annual self-evaluation period, and complete individual evaluations by April 15, 2026.

NEXT STEPS

Instructions for accessing the evaluation survey will be sent to the Board by email with completion requested by April 15.

ATTACHMENT

- (1) 2025 Oregon Board of Forestry Governance Performance Measure, Best Management Practices Self-Evaluation Criteria

**Oregon Board of Forestry
Governance Performance Measure
Best Practices Self-Evaluation Criteria for 2025**

Performance Measure: Percent of total best practices met by the Board.

Target: 100%

Period: Annual

ODF Key Performance Measure: #2

Board Adopted: September 6, 2006

Instructions:

This is a sample survey only, not for completion or submittal. The formal evaluation is conducted through an electronic survey platform. Instructions for accessing the survey will be sent to the Board following approval of the 2025 evaluation criteria, process, and timeline.

2024 Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>1. Executive Director’s performance expectations are current. <i>The Board understands this to mean that the State Forester’s Position Description is current.</i> <u>Comments:</u></p>				
<p>2. Executive Director’s performance has been evaluated in the last year. <i>The Board understands this to mean that the State Forester’s Position Description is current and that the annual performance appraisal has been completed.</i> <u>Comments:</u></p>				
<p>3. The agency’s mission and high-level goals are current and applicable. <i>The Board understands this to mean that the Board’s <u>Vision for Oregon’s Forests</u> and Oregon Forest Practices Act/Rules are current.</i> <u>Comments:</u></p>				
<p>4. The Board reviews the <u>Annual Performance Progress Report</u>. <i>The Board understands this to mean that the Board reviews the report annually as a meeting agenda item.</i> <u>Comments:</u></p>				
<p>5. The Board is appropriately involved in review of agency’s key communications. <i>The Board understands this to mean agency and Board communications at a policy level, versus a day-to-day operating level.</i> <u>Comments:</u></p>				
<p>6. The Board is appropriately involved in policy-making activities. <i>The Board understands this to mean those policy activities that particularly have a statewide perspective, including holding Board meetings at different geographic locations around the state.</i></p>				

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2024 Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<u>Comments:</u>				
7. The agency’s policy option packages are aligned with their mission and goals. <i>The Board understands this to mean the packages included in the biennial budget process as part of the Agency Request Budget.</i> <u>Comments:</u>				
8. The Board reviews all proposed budgets. <i>The Board understands this to mean the Department of Forestry’s biennial budget at the Agency Request Budget level.</i> <u>Comments:</u>				
9. The Board periodically reviews key financial information and audit findings. <i>The Board understands this to mean significant financial issues and as audits are released.</i> <u>Comments:</u>				
10. The Board is appropriately accounting for resources. <i>The Board understands this to mean critical issues relating to human, financial, material and facilities resources by providing oversight in these areas. This means that the Board receives briefings on such issues as succession management, vacancies, the budget, and financial effects of the fire program.</i> <u>Comments:</u>				
11. The agency adheres to accounting rules and other relevant financial controls. <i>The Board understands this to mean the receipt of the annual statewide audit report from Secretary of State which highlights any variances in accounting rules or significant control weaknesses.</i> <u>Comments:</u>				
12. Board members act in accordance with their roles as public representatives. <i>The Board understands this to mean that they follow public meeting rules, the standard of conduct for Board members, and the public input process. Members received training and information from the Governor’s Office upon appointment.</i> <u>Comments:</u>				

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2024 Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>13. The Board coordinates with others where responsibilities and interests overlap. <i>The Board understands this to mean other public agencies and boards with statutory authority connections or overlaps, e.g. the Forest Trust Land Counties, the Oregon Environmental Quality Commission/Department of Environmental Quality; the Oregon Fish and Wildlife Commission/Department of Fish and Wildlife; the State Land Board; local fire districts; the United States Forest Service; the Bureau of Land Management.</i></p> <p><u>Comments:</u></p>				
<p>14. The Board members identify and attend appropriate training sessions. <i>The Board understands this to mean the workshops, symposia, and field tours that accompany some Board meetings, and that the Board receives adequate technical information.</i></p> <p><u>Comments:</u></p>				
<p>15. The Board reviews its management practices to ensure best practices are utilized. <i>The Board understands this to mean carrying out this self-evaluation on an annual basis, conducting the annual Board work plan status check, and by conducting the periodic scan of issues on a biennial basis.</i></p> <p><u>Comments:</u></p>				
<p><i>Listed below is an additional best practice for the Board of Forestry; not included in calculating the percentage adherence to best practices.</i></p>				
<p>16. The Board values public input and transparency in conducting its work through outreach to and engagement of stakeholders and by using its work plan communication tools. The Board also values input and communications with its standing advisory committees, special ad hoc committees and panels and external committees with board interests.</p> <p><u>Comments:</u></p>				
Total Number (Criteria 1-15)				
Percentage of Total in Each Evaluation Category (Criteria 1-15)				
Percentage of Total in “Agree” and “Disagree” (Criteria 1-15)				

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Summary Questions for Consideration:

1. How are we doing?

2. What factors are affecting our results?

3. What needs to be done to improve future performance?