

STAFF REPORT

Agenda Item No.:	6
Topic:	Board Governance Subcommittee
Date of Presentation:	September 9, 2026
Contact Information:	Ben Duemailing, Governance Subcommittee Chair

SUMMARY

The purpose of this agenda item is for all members input and discussion of Governance Subcommittee review and suggestions for future self-evaluation.

CONTEXT

The Board of Forestry subcommittee is made up of Ben Demling, subcommittee Chair, Liz Agapaoa, and Heath Curtis. The subcommittee will provide updates from meetings held July 14 and September 8, 2026, specifically discussing Board self-evaluation.

- Key Performance Measure 2, Board of Forestry Performance is proposed for deletion and will no longer be reported to the legislature. This performance measure was originally designed for boards and commissions that hire their agency director or approve an annual budget. With passage of the 2025 Senate Bill 1051 changing hiring of the State Forester from the Board of Forestry to the Governor, ODF no longer meets the criteria. The Board Governance Subcommittee has begun work on developing a new evaluation process for the board.
- The subcommittee has agreed that this would ideally be a shorter annual survey that will be helpful for the Board to evaluate effectiveness. Questions could range from some overarching themes covering board effectiveness to more specific questions that address whether the board is properly following best practices, policies & procedures.
- This board discussion will be an opportunity for all board members to suggest relevant questions for this survey going forward.

RECCOMENDATION

Agenda item is informational only for discussion

ATTACHMENTS

- (1) Board Policy Manual Addendum G – Self-evaluation

Oregon Board of Forestry – Board Policy Manual
Addenda G – Attachment 1
Governance Performance Measure Best Management Practices Self-Evaluation Criteria

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 annual evaluation criteria, process, and timeline.

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
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>				
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>				
3. The agency’s mission and high-level goals are current and applicable. <i>The Board understands this to mean that the agency’s strategic initiatives and priorities are current.</i> <u>Comments:</u>				
4. The Board reviews the <i>Annual Performance Progress Report</i>. <i>The Board understands this to mean that the Board reviews the report annually as a meeting agenda item.</i> <u>Comments:</u>				
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>				
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> <u>Comments:</u>				

Oregon Board of Forestry – Board Policy Manual
Addenda G – Attachment 1
Governance Performance Measure Best Management Practices Self-Evaluation Criteria

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

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
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>				

Oregon Board of Forestry – Board Policy Manual
Addenda G – Attachment 1
Governance Performance Measure Best Management Practices Self-Evaluation Criteria

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

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
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> <u>Comments:</u>				
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> <u>Comments:</u>				
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> <u>Comments:</u>				
<i>Listed below is an additional best practice for the Board of Forestry; not included in calculating the percentage adherence to best practices.</i>				
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. <u>Comments:</u>				
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)				

Oregon Board of Forestry – Board Policy Manual
Addenda G – Attachment 1
Governance Performance Measure Best Management Practices Self-Evaluation Criteria

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

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?