

Work Plan:	Administrative
Primary Contact:	Bill Herber, Deputy Director for Administration
Date Approved:	March 4, 2020
Date Revised:	January 6, 2021

## **DIVISION NARRATIVE**

### **Purpose & Objective**

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

The administrative issues that regularly 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 and administrative programs.

### **Achievements**

The Board's Administrative Work Plan is cyclical in nature with several recurring administrative processes. Legislative concepts were submitted for the 2021 Legislative Session and the Agency Request Budget was developed and submitted for the 2021-23 biennium. The Board completed their annual Board Governance Best Practices Self-Evaluation, reviewed the agency Key Performance Measures Report, and received reporting highlights in areas of Facilities Capital Management, Public Information Requests, and Human Resources Management. A revamped Financial Dashboard was brought forward to the Board in July and November. Subsequent reporting intervals are captured in this work plan update.

### **Current Issues and Focus**

With sequencing of the biennial legislative and budgetary development timelines, the odd years of the Administrative Work Plan have fewer scheduled intervals with the Board. The fall and winter months of 2020-2021 include ongoing discussions of best practices in Board governance and will see a heightened frequency in Financial Dashboard updates, then a return in June 2021 with annual programmatic highlights from the administrative programs.

**Changes to Work Plan**

To better align with the biennial budgetary timelines the annual agency Key Performance Measures report has been moved back to the July meeting instead of September. Our Financial Dashboard did not have subsequent intervals defined upon the original work plan approval but is now captured as a regular consent agenda item for ongoing reporting needs.

Administrative Work Plan	2020					2021						2022		
	Apr	Jun	Jul	Sep	Nov	Jan	Mar	Apr	Jun	Jul	Sep	Nov	Jan	Mar
<b>Issue: Development of Legislative Concepts</b>														
<i>Milestones</i>														
❖ Review proposed guiding principles, list of potential concepts														<b>i</b>
❖ Approve the legislative concepts for submission to DAS														<b>D</b>
<b>Issue: Agency Budget Development and Request</b>														
<i>Milestones</i>														
❖ Review proposed guiding principles and provide direction														
❖ Review and provide input on draft budget concepts	<b>i</b>													
❖ Review and provide input on final budget concepts		<b>i</b>												
❖ Approve the 2021-23 Agency Request Budget and approve in concept the Board letter of transmittal to the Governor			<b>D</b>											
<b>Issue: Board Governance Best Practices Self-Evaluation</b>														
<i>Milestones</i>														
❖ Review the annual Board governance self-evaluation criteria						<b>i</b>							<b>i</b>	
❖ Review proposed changes to criteria, approve and initiate self-evaluation process	<b>D</b>							<b>D</b>						
❖ Approve summarized evaluation report and metrics of Board governance best practices criteria			<b>D</b>							<b>D</b>				

Administrative Work Plan	2020					2021					2022			
	Apr	Jun	Jul	Sep	Nov	Jan	Mar	Apr	Jun	Jul	Sep	Nov	Jan	Mar
<b>Issue: Key Performance Measures (KPM) Review</b>														
<i>Milestones</i>														
❖ Review the Annual Performance Progress Report summarizing the agency's 14 key performance measures				i						i				
<b>Issue: Financial Dashboard</b>														
<i>Milestones</i>														
❖ Financial Dashboard Projected Design Review			i											
❖ Financial Dashboard Presentations			i			i	i	i	i	i	i	i	i	i
❖ Annual Approval of the State Forester's Financial Transactions							D							D
❖ Fire Finance Update														
<b>Issue: Human Resources Dashboard</b>														
<i>Milestones</i>														
❖ Human Resources Dashboard		i							i					
<b>Issue: Facilities Capital Management Plan</b>														
<i>Milestones</i>														
❖ Facilities Capital Management Plan		i							i					
<b>Issue: Public Information Request Report</b>														
<i>Milestones</i>														
❖ Public Information Request Report		i							i					

**Matrix Key:**  
**TBD** – To be determined  
**i** – Informational item  
**d** – Preceding Decision item  
**D** – Final Decision item

**Color Key:**  
Green – Milestone Completed  
Yellow – Milestone Change  
Magenta – Milestone Tabled or Stopped