

Work Plan:	<b>Administrative</b>
Primary Contacts:	<b>James Short, Acting Administrative Services Division Chief Chad Davis, Partnership &amp; Planning Director Jonathan Herman, Human Resources Director</b>
Date Approved:	

## **OVERVIEW**

### 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.

### Current Issues and Focus

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 and human resource metrics.

## **TOPICS FOR THE BOARD OF FORESTRY 2018-2019**

1. Development of Legislative Concepts
2. Agency Budget Development and Request
3. Board Governance Performance Self-Evaluation
4. Key Performance Measures Review
5. Ongoing Financial Status Check
6. Human Resources Dashboard

**ISSUE: Development of Legislative Concepts**

Overview

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

Purpose

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 2019 concepts will be due to DAS and the Governor’s Office in April 2018. Review at those levels generally focuses on alignment with agency and statewide budget and policy considerations, and with the Governor’s priorities.

Board Deliverables with Timelines

Review proposed guiding principles and initial list of potential concepts ..... January 2018  
Approve the concepts for submission to DAS ..... March 2018

Outreach and Public Involvement

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

**ISSUE: Agency Budget Development and Request**

Overview

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.

Purpose

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 2018.

Board Deliverables with Timelines

- Review proposed guiding principles and provide direction ..... January 2018
- Review and provide input on initial budget concepts ..... April 2018
- Review and provide input on the budget concepts ..... June 2018
- Approve the 2019-21 Agency Request Budget and approve in concept the Board letter of transmittal to the Governor ..... July 2018

Outreach and Public Involvement

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

**ISSUE: Board Governance Performance Self-Evaluation**

Overview

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 fifteen standard best practices criteria tailored to meet the Board’s specific needs and interests. The Board added an additional criteria relating to public involvement and communications and key summary questions to the evaluation. The measure is included in the agency’s annual Key Performance Measures and has been conducted every year since 2008.

Purpose

Board members complete individual self-evaluations of board governance performance and a summary of the self-evaluations is presented to the board for approval in meeting the sixteen best practices criteria. The performance measure information is then included in the Department’s Key Performance Measures Report submitted to the Department of Administrative Services and Legislative Fiscal Office.

Board Deliverables with Timelines

Initiation of the annual board governance performance evaluation process.....	April 2018, 2019
Board members complete individual self-evaluations .....	May 2018, 2019
Summary evaluation presented for approval of best-practices criteria metrics.....	July 2018, 2019
Collective discussion on board governance performance .....	October 2018, 2019

Outreach and Public Involvement

None. This is a self-evaluation performed by the Board.

**ISSUE: Key Performance Measures Review**

Overview

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.

Purpose

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.

Board Deliverables with Timelines

Key Performance Measures Report..... September 2018, 2019

Outreach and Public Involvement

None. This is an informational item.

**ISSUE: Ongoing Financial Status Check**

Overview

The Board has requested regular updates on the Department’s financial status.

Purpose

The Department has developed a financial dashboard providing valuable information about the agency’s fiscal health.

Board Deliverables with Timelines

Financial Dashboard.....April & November 2018, 2019

Outreach and Public Involvement

None. This is an informational item.

**ISSUE: Human Resources Dashboard**

Overview

The Board has requested regular updates on the Department’s human resources and safety-related metrics.

Purpose

The Department has developed a human resources dashboard providing valuable information about the agency’s human resource trends and safety-related metrics.

Board Deliverables with Timelines

Human Resources Dashboard..... January 2018, 2019

Outreach and Public Involvement

None. This is an informational item.

Administrative Work Plan	2018							2019						
	Jan	Mar	Apr	Jun	July	Sep	Nov	Jan	Mar	Apr	Jun	July	Sep	Nov
<b>Development of Legislative Concepts</b>														
<i>Milestones</i>														
❖ Review proposed guiding principles and initial list of potential concepts	X													
❖ Approve the legislative concepts for submission to DAS		X												
<b>Agency Budget Development and Request</b>														
<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 2019-21 Agency Request Budget and approve in concept the Board letter of transmittal to the Governor					X									
<b>Board Governance Self-Evaluation</b>														
<i>Milestones</i>														
❖ Initiate the annual Board governance self-evaluation			X							X				
❖ Summary evaluation presented for approval of best-practices criteria metrics					X							X		
<b>Key Performance Measures Review</b>														
<i>Milestones</i>														
❖ A summary of the agency's key performance measures for each of the current biennium's 14 measures.						X							X	
<b>Ongoing Financial Status Check</b>														
<i>Milestones</i>														
❖ Financial Dashboard			X				X			X				X
<b>Human Resources Dashboard</b>														
<i>Milestones</i>														
❖ Human Resources Dashboard	X							X						