

Oregon Parks and Recreation Commission

April 23, 2025

Agenda Item:	3c	Action
Public Comment Allowed:	Yes	
Topic:	Commission Best Practices	
Presented by:	Katie Gauthier, Government Relations Manager	

The State of Oregon requires an annual review of Commission business practices and procedures. The Commission, with mediation by staff, will review sixteen practices during a workshop on April 22:

1. Executive Director's performance expectations are current.
2. Executive Director receives annual performance feedback.
3. The agency's mission and high-level goals are current and applicable.
4. The board reviews the Annual Performance Progress Report.
5. The board is appropriately involved in review of agency's key communications.
6. The board is appropriately involved in policy-making activities.
7. The agency's policy option packages are aligned with their mission and goals.
8. The board reviews all proposed budgets (likely occurs every other year).
9. The board periodically reviews key financial information and audit findings.
10. The board is appropriately accounting for resources.
11. The agency adheres to accounting rules and other relevant financial controls.
12. Board members act in accordance with their roles as public representatives.
13. The board coordinates with others where responsibilities and interests overlap.
14. The board members identify and attend appropriate training sessions.
15. The board reviews its management practices to ensure best practices are utilized.
16. The board approves property acquisition and disposition in a manner consistent with goals and policy.

The review reflected on the period from July 2023 to June 2024. Where all commissioners agree their practices achieve the stated aim, the practice is marked as MEETS or EXCEEDS. Where the commissioners are not in agreement on a practice, it is marked DOES NOT MEET. This report is submitted to the Oregon Department of Administrative Services and incorporated into the budget document submitted to the Governor and Legislative Assembly.

Attachment: Best Practices Report attachment (will be provided on April 22, 2025).

Action Requested: Approve report.

Prior Action by Commission: Prior years' approval of Best Practices reports.

Prepared by: Katie Gauthier

3c Attachment A

Oregon State Parks and Recreation Commission Best Practices Review for 7/2023-6/2024

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Explanation of Best Practices process

State commissions complete an annual review of their processes. The Oregon State Parks and Recreation Commission met in a workshop 04/22/25 to review its Jul. 2023-Jun. 2024 performance. This report is forwarded to the Dept. of Administrative Services. The Commission meets/does not meet all 16 Best Practices following a self-evaluation.

Evaluation Results

# Best practice	Exceed	Meet	Doesn't meet	Not Sure	Abstain
1. Executive Director's performance expectations are current.	5	1			
2. Executive Director receives annual and monthly performance feedback.	5			1	
3. The agency's mission and high-level goals are current and applicable.	3	3			
4. The board reviews the <i>Annual Performance Progress Report</i> .	3	3			
5. The board is appropriately involved in review of agency's key communications.	4	2			
6. The board is appropriately involved in policy-making activities.	4	2			
7. The agency's policy option packages are aligned with their mission and goals.	4	1		1	
8. The board reviews all proposed budgets (every other year).	5	1			
9. The board periodically reviews key financial information and audit findings.	4	2			
10. The board is appropriately accounting for resources.	3	3			
11. The agency adheres to accounting rules and other relevant financial controls.	4	1		1	
12. Board members act in accordance with their roles as public representatives.	4	2			
13. The board coordinates with others where responsibilities and interests overlap.	4	2			
14. The board members identify and attend appropriate training sessions.	3	3			
15. The board reviews its management practices to ensure best practices are utilized.	4	2			
16. The board approves property acquisition and disposition in a manner consistent with goals and policy.	4	2			

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Comments from commissioners:

- Commission Member Onboarding-Each time a new board member is brought on we might conduct a brief review on recent discussions, as well as a review of the State Parks org. chart so new members can feel more involved with the current discussions.
- Commission Outreach-I would love to learn more about best practices for commissioners to gather constituent feedback. I know that the public can comment but I am wondering if there are more proactive ways commissioners can/should engage with their constituents.