

Oregon Parks and Recreation Commission

February 23, 2023

Agenda Item:	3e	Action
Public Comment Allowed:	Yes	
Topic:	Commission Best Practices	
Presented by:	Chris Havel	

The State of Oregon requires an annual review of Commission business practices and procedures. The Commission, with mediation by staff, reviewed sixteen practices during a workshop on February 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 2021 to June 2022. 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.

The Commission directed an "abstain" option be added to the set of allowed responses last year, but this change was not implemented until after the most recent survey was distributed. OPRD regrets the error and has made the change for all future surveys.

Attachment: Best Practices Report attachment (will be provided on February 22, 2023).

Action Requested: Approve report and *finally* add "abstain" to list of acceptable responses.

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

Prepared by: Chris Havel