

Oregon Parks and Recreation Commission

Feb. 27, 2024

Agenda Item:	3b	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 members independently reviewed these sixteen practices for the July 2022-June 2023 time period:

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 attached report summarizes the results, showing all commissioners agree the commission's practices achieve either MEET or EXCEED the self-judged standard. 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,

Action Requested: Approve report.

Prior Action by Commission: Approval of the Best Practices report in February 2023, Item 3e.

Prepared by: Chris Havel

Oregon State Parks and Recreation Commission Best Practices Review for 7/2022-6/2023

Feb. 27, 2024 // Commission meeting // Agenda Item 3b

Explanation of Best Practices process

State commissions complete an annual review of their processes. The Oregon State Parks and Recreation Commissioners independently evaluated the commission's performance through an online survey to review the Jul. 2022-Jun. 2023 period. This report is forwarded to the Dept. of Administrative Services. The Commission meets all 16 Best Practices following this self-evaluation.

Evaluation Results

#. Best practice	Exceed	Meet	Doesn't meet	Abstain
1. Executive Director's performance expectations are current.	5	1	0	0
2. Executive Director receives annual and monthly performance feedback.	3	3	0	0
3. The agency's mission and high-level goals are current and applicable.	3	3	0	0
4. The board reviews the <i>Annual Performance Progress Report</i> .	3	3	0	0
5. The board is appropriately involved in review of agency's key communications.	1	5	0	0
6. The board is appropriately involved in policy-making activities.	3	3	0	0
7. The agency's policy option packages are aligned with their mission and goals.	3	3	0	0
8. The board reviews all proposed budgets (every other year).	3	3	0	0
9. The board periodically reviews key financial information and audit findings.	3	3	0	0
10. The board is appropriately accounting for resources.	2	4	0	0
11. The agency adheres to accounting rules and other relevant financial controls.	3	3	0	0
12. Board members act in accordance with their roles as public representatives.	3	3	0	0
13. The board coordinates with others where responsibilities and interests overlap.	3	3	0	0
14. The board members identify and attend appropriate training sessions.	3	3	0	0
15. The board reviews its management practices to ensure best practices are utilized.	2	4	0	0
16. The board approves property acquisition and disposition in a manner consistent with goals and policy.	3	3	0	0