



January 20, 2004

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To: Oregon Progress Board Members
From: Oregon Progress Board Executive Committee

Subject: OPB Action Plan for FY 2003-05

At the retreat Board members said they were willing to step-up and take a more active role in the work of the Progress Board. We propose the Board divide itself into four working committees that substantively engage with staff on major projects. Each committee would be responsible for a set of deliverables that staff would develop with their guidance. Part of each Board meeting would be devoted to committee reports.

THEODORE R. KULONGOSKI
Governor
Chair

BRETT WILCOX
Vice Chair

NEIL BRYANT

DAVE FROHNMAYER

STEVE HARPER

MICHAEL JORDAN

DUKE SHEPARD

DIANE SNYDER

ED WHITELAW

GARY WEEKS
Ex Officio

HEATHER KAPLINGER
Student Ex Officio

JEFFREY TRYENS
Executive Director

The four committees would be: 1. Benchmark Update; 2. Performance Management; 3. Program Assessment; and 4. Vision.

Benchmark Update Committee

Duties: Reviews benchmark changes including sustainability-related. Reviews, and possibly helps draft, the *2005 Annual Performance Report*. Also would oversee development of specialty benchmark reports like county data book and race and ethnicity report.

Performance Management Committee

Duties: Oversees implementation of ACGPA recommendations and performance measure guidelines. Includes measurement, agency-based strategic planning and budget work.

Program Assessment Committee

Duties: Works with staff, as needed, to oversee legislatively-mandated OPB reviews of Partners for Children and Families program and agency performance measurement system.

Vision Committee

Duties: Plans for *Oregon Shines* update in 2005-07 biennium. (Lightly staffed.)

The executive committee would remain the administrative oversight body of the Board. Each working committee would have a chair that would be responsible for reporting on committee work at Progress Board meetings.

The Board may want to consider changing its meeting schedule to quarterly in order to allow for working committee meetings between Board meetings.

Once the committees agree to their deliverables – taken from the approved work plan – the Board would develop a performance expectation for approval at the March meeting that would be mutually agreed-upon by Board members and the Governor.