

**BOARD ISSUES WORK PLAN**

**Issue #0: Board of Forestry Administrative Work Plan**

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## BACKGROUND

### *Historical Context*

In early 2005, the Board of Forestry implemented a newly-adopted decision system that called for developing and organizing work around major substantive issues. Over time, eight substantive Board primary issues have resulted in eight work plans. As the system has been implemented, other duties and functions of the Board that are more administrative, governing, or ceremonial in nature, not included in these work plans have been included on Board agendas. These have been listed as either stand-alone items that do not relate to any specific work plan's intermediate Board issue (previously referred to as objectives) or referenced as being in work plans that related closest to the issue, but often not actually a true component of that work plan. Some of these issues – particularly those of governance and reporting – are significant in nature, although they may not rise to the level of being considered primary issues.

### *Current Issues*

In 2009, the Board will begin using a newly-developed Decision Support System (DSS) – a content management system for Board documents and reference materials that will enable Board members and department staff to effectively and efficiently track, monitor, and reference Board work and decisions. The Board's DSS is organized around components of the decision system currently used by the Board for its work, i.e., work plans, primary issues, and intermediate Board issues. By adopting a new work plan to handle administrative issues not addressed in the primary eight work plans, all of the Board's work processes and procedures will now be organized and captured in a common method. This will also enable these administrative functions and associated documentation to be organized and available within the DSS in a similar manner as all other Board information.

## PRIMARY BOARD ISSUE

**Conducting the administrative, governance, ceremonial, and miscellaneous business of the Board of Forestry that fall outside of the framework of other Board work plans.**

## INTERMEDIATE BOARD ISSUES

### **INTERMEDIATE BOARD ISSUE 0: Work Plan Management**

#### *Board Products*

As part of the new Board's DSS, an Intermediate Board Issue is being created to include the work and decisions associated with the Board approving new work plans, making major revisions to existing work plans, and closing work plans. This Intermediate Board Issue 0 - Work Plan Management will exist in the DSS for each of the nine work plans (the existing eight work plans, plus this new one). When the department presents a staff report introducing a new work plan, making revisions to an existing work plan, or recommending that an existing work plan be closed, the staff report will be listed on the Board meeting agenda as Intermediate Board Issue 0 - Work Plan Management. Any decisions made by the Board regarding the approval of a new work plan, major revision to an existing work plan, or closing a work plan will be associated with Intermediate Board Issue 0 - Work Plan Management in the Decision Support System.

***Research and Information Needed***

The Board will receive completed staff reports, appropriate attachments, and presentation materials that relate to each item included under the category of work plan management, with a clear description of the issue and the action, if any, requested of the Board.

***Stakeholder/Public Involvement***

Information from stakeholders and the general public may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders and the public, etc. In instances where a work plan management item includes its' own specific public involvement process, (i.e., a work plan revision where the addition of a new Intermediate Board Issue to the work plan is a direct result of public input), the results of that process will be provided to the Board as part of the staff report and accompanying material.

***Timeframe with Milestones***

As work plans need to be approved, revised, or closed.

***Resources Required***

No additional resources are required.

***Monitoring Achievement of this Intermediate Board Issue***

Feedback will be provided through information from stakeholders and the general public, and may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, the Oregon Indicators of Sustainable Forest Management, and the Board's issue scans.

**INTERMEDIATE BOARD ISSUE 1: Administrative Processes**

***Board Products***

This issue includes items that are administrative in nature where the Board is either receiving status updates or being asked to take action, up to and including approval. Examples include:

- ~~draft/final legislative concepts developed by the department, and updates on the legislative process;~~
- the financial transactions (leave and travel) of the State Forester;
- annual letters to the State Forester from protection associations;
- forest protection districts' and rangeland protection associations' budgets and estimated rates; and,
- the formation of rangeland protection associations.

**Research and Information Needed**

The Board will receive completed staff reports, appropriate attachments, and presentation materials that relate to each item included under the category of administrative processes, with a clear description of the issue and the action, if any, requested of the Board.

**Stakeholder/Public Involvement**

Information from stakeholders and the general public may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders and the public, etc. In instances where an administrative item includes its' own specific public involvement process (i.e., a public hearing on the formation of a new rangeland protection association), the results of that process will be provided to the Board as part of the staff report and accompanying material.

**Timeframe with Milestones**

Legislative Concepts—Review, approval, and status updates	Occurs throughout the year during even-numbered years
Agency Director Financial Transactions – Review and Approval	Annually; March
Forest Protection Association Letters to the State Forester – Review	Annually; June
Forest Protection Districts' Budgets and Rates – Review and Approval	Annually; June
Rangeland Protection Associations' Budgets and Rates – Review and Approval	Annually; June
Formation of Rangeland Protection Associations – Review and Approval	As needed
Other administrative processes	As needed

**Resources Required**

No additional resources are required.

**Monitoring Achievement of this Intermediate Board Issue**

Feedback will be provided through information from stakeholders and the general public, and may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, the Oregon Indicators of Sustainable Forest Management, and the Board's issue scans.

**INTERMEDIATE BOARD ISSUE 2: Governance**

**Board Products**

This issue relates to items of governance where the Board is either receiving status updates or being asked to take action, up to and including approval. Examples include:

- ~~agency biennial budget development, and updates on budget issues and status~~

- all aspects of administrative rulemaking processes (approval to begin, status reports, request for adoption, etc.) for those rulemaking agenda items that are **not** covered in one of the Board’s other substantive work plans;
- adoption of the Attorney General’s Model Rules of Procedure (when amended biennially by the Oregon Legislature);
- appointments to Board of Forestry committees – both statutory and situational/transitional;
- the annual evaluation of the State Forester’s performance;
- regularly-occurring annual reports on items that are **not** covered one of the Board’s other substantive work plans;
- issues related to quality assurance, risk management, and internal and external audits; and,
- the department’s annual reporting on key performance measures.

One governance item not included in this work plan is the Board of Forestry’s own annual self-evaluation using the Board’s Governance Performance Measures. Because of connections to strategic planning efforts, that item is covered in the Board’s recently-revised and adopted work plan on Board Issue #1 - *Board of Forestry Strategic Planning, Implementation, and Monitoring* as part of Intermediate Board Issue 2: Measuring Board progress towards achieving the *Forestry Program for Oregon* goals and objectives using indicators of sustainable forest management and evaluations of Board performance.

***Research and Information Needed***

The Board will receive completed staff reports, appropriate attachments, and presentation materials that relate to each item included under the category of governance, with a clear description of the issue and the action, if any, requested of the Board.

***Stakeholder/Public Involvement***

Information from stakeholders and the general public may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, etc. In instances where a governance item includes its’ own specific public involvement process (i.e., public hearings or comment opportunities on proposed administrative rules), the results of that process will be provided to the Board as part of the staff report and accompanying material.

***Timeframe with Milestones***

Agency budget development and updates on budget status	Even-numbered years; as needed
Administrative Rulemaking on issues not covered in other Board substantive work plans	As needed
Adoption of Attorney General Rules of Procedure	Even-numbered years; March (when revised by legislative action)
Committee Appointments: -Regional Forest Practices Committees -Committee For Family Forestlands - State Forests Advisory Committee - Emergency Fire Cost Committee	As needed

- ODF Internal Audit Committee - Other Board-appointed committees and work groups	
State Forester's Performance Evaluation	Annually; January
Regular, Annual/Status Reports on items not covered in substantive work plans, audit reports, and performance measure updating/reporting	Annually
- Committee for Family Forestlands	- July
- Emergency Fire Cost Committee	- As needed
- Annual Audit Report	- October or November
- Annual Status Report on Board Work Plans	- October or November
- Annual Key Performance Measures Report	- October or November
- Annual Forest Health Report	- June
- Miscellaneous	- As needed
Other governance items	As needed

***Resources Required***

No additional resources are required.

***Monitoring Achievement of this Intermediate Board Issue***

Feedback will be provided through information from stakeholders and the general public, and may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, the Oregon Indicators of Sustainable Forest Management, and the Board issue scans.

**INTERMEDIATE BOARD ISSUE 3: Research Requests and Special Reports**

***Board Products***

This issue includes items where department staff have been requested to research and report back to the Board on items of interest that are not currently included in any of the Board's other substantive work plans, such as recent forest certification presentations/discussion. It also includes reports that are considered special and often current in nature. Examples of these items are reporting on wildfire activity, winter storm damage, and requests to the Legislative Emergency Board. Reports may range from informational to requesting Board action, up to and including approval.

***Research and Information Needed***

The Board of Forestry will receive completed staff reports, appropriate attachments, and presentation or reporting materials relating to these types of reports. These materials will include a clear description of the issue and the action, if any, requested of the Board.

***Stakeholder/Public Involvement***

Information from stakeholders and the general public may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments,

formal and informal communications with stakeholders, etc. In instances where an item includes its' own specific public involvement process (i.e., public meetings during recent winter storm activity, the results of that process will be provided to the Board as part of the staff report and accompanying material.

***Timeframe with Milestones***

These are items that are reported in response to a request or a situation that is occurring or in progress; thus, they have no special timeframe or milestones.

***Resources Required***

No additional resources are required.

***Monitoring Achievement of this Intermediate Board Issue***

Feedback will be provided through information from stakeholders and the general public, and may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, the Oregon Indicators of Sustainable Forest Management, and the Board's issue scans.

**INTERMEDIATE BOARD ISSUE 4: Ceremonial Events and Recognitions**

***Board Products***

This issue includes ceremonial events and occasions in which the Board honors or awards individuals and accomplishments. Examples include:

- annual recognition of Operator of the Year Award winners;
- the annual Mary Rellergert Forestry Education Award; and,
- Board recognition of departmental employees with 40+ years of service.

***Research and Information Needed***

The Board will receive completed staff reports, appropriate attachments, and presentation materials, as needed, that relate to these occasions, with a clear description of the issue and the action, if any, requested of the Board.

***Stakeholder/Public Involvement***

Information from stakeholders and the general public may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, etc.

*Timeframe with Milestones*

Operator of the Year Awards	Annually; January
Mary Rellergert Forestry Education Award	Annually; June
ODF Service Awards (40+ years)	As needed
Other ceremonial and recognition occasions	As needed

*Resources Required*

No additional resources are required.

*Monitoring Achievement of this Intermediate Board Issue*

Feedback will be provided through information from stakeholders and the general public, and may be collected from a variety of sources including public opinion surveys, public symposia, advisory groups, general public comments, formal and informal communications with stakeholders, the Oregon Indicators of Sustainable Forest Management, and the Board's issue scans.