

Oregon Parks and Recreation Commission

April 13, 2023

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

*This item was approved by the Commission in February 2023, but the report contained an error caused when the **extremely** senior staff person responsible for compiling the data goofed and double-counted one commissioner's responses. Other than the corrected report attached, the remainder of this brief is identical to the one submitted in February. The extremely senior staff person apologizes for the error and is grateful the agency Director caught the mistake before the report was submitted to the Department of Administrative Services.*

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,

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

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

Prepared, supposedly correctly, by: Chris Havel

Oregon State Parks and Recreation Commission Best Practices Review for 7/2021-6/2022

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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 Feb. 22, 2023 to review its Jul. 2021-Jun. 2022 performance. This report is forwarded to the Dept. of Administrative Services. The Commission meets all 16 Best Practices following a self-evaluation. “Abstain” was missing as an option from the survey this year, an error which has been corrected.

Evaluation Results

#. Best practice	Exceed	Meet	Doesn't meet	Abstain
1. Executive Director's performance expectations are current.	6	0	0	0
2. Executive Director receives annual and monthly performance feedback.	4	2	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> .	4	2	0	0
5. The board is appropriately involved in review of agency's key communications.	4	2	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).	4	2	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.	3	3	0	0
11. The agency adheres to accounting rules and other relevant financial controls.	4	2	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.	2	4	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.	4	3	0	0
16. The board approves property acquisition and disposition in a manner consistent with goals and policy.	3	3	0	0

Comments:

1. Some goal-setting and tracking around DEI efforts (internally or externally) that help make our parks system feel more safe and welcoming to all.

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2. *The continued integration of in-person and remote access options for Commissioners has helped foster attendance/quorums at OPRD meetings, while growing digital communications options have also allowed improved access options for reviewing the kinds of financial, policy, and other documents addressed in this Best Practices survey. Staff has done an excellent job of establishing those new modes of access and navigating their use through the Covid pandemic and into the present day; continued refinement and development of remote access options, for meetings, documents, and more, may help the OPRD meet both the letter and spirit of these Best Practices more effectively into the future. I do not necessarily propose "fostering ease of remote access and communications" as a Best Practice, but as a general goal for staff and the Commission to support these other, existing Best Practices.*