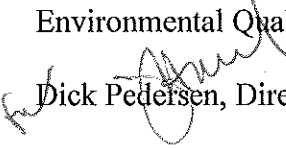


State of Oregon  
Department of Environmental Quality

Memorandum

**Date:** July 27, 2015  
**To:** Environmental Quality Commission  
**From:**  Dick Pedersen, Director  
**Subject:** Agenda item B, Informational and discussion item: Commission's annual self-evaluation  
Aug. 12-13, 2015, EQC meeting

**Why this is important** The Oregon Environmental Quality Commission must complete an annual self-evaluation, consistent with DEQ's Key Performance Measure 15 and state requirements for boards and commissions. The survey gives commission members the opportunity to review their processes and procedures and DEQ information to refine and improve commission support.

**Survey results** The survey results indicate that the commissioners have a high level of knowledge about the commission's and DEQ's operations, roles and responsibilities. The performance measure has a summary target of 100 percent, and the 2015 self-evaluation, assessing the 2014 meeting year, had a summary average total of 100 percent. The compiled results, including comments, and analysis are included as attachment A.

**Next steps and commission involvement** DEQ staff will present the summary results for discussion at the Aug. 12-13, 2015, commission meeting. At the request or direction of the commission, DEQ may provide additional training, information and support to the commission in response to the survey results. The results will also be included in DEQ's annual Key Performance Measures report to the Oregon Legislature, as Key Performance Measure 15.

**Attachments** A. Compiled survey results and analysis

*Report prepared by Stephanie Caldera, Commission assistant*

## **EQC self-evaluation survey results and analysis for 2014 meeting year**

**Overall score: 100 percent**

**Target: 100 percent**

Five commissioners and one liaison to the commission, representing another state agency's board or commission, completed a self-evaluation survey in summer 2015. The results, seen below, were averaged for an overall score. Answers marked "Do not know" did not have a percentage result, and were not used to create the individual or averaged total scores. At the commission's request, DEQ updated the survey to include two new questions regarding the implementation of a liaison program among several state agencies and boards. Those questions are recorded at the end of this report but their responses are not included in the overall score for Key Performance Measure data.

### **Areas of strength**

The commissioners scored 12 of the 13 questions at 100 percent. Generally, the commission displays strength and confidence across all topics and questions in the survey. Survey results indicate that the commission is generally satisfied with the information provided by DEQ, and the overall score trend is for generally stable results. The jump in percentage between 2010 and 2011 may be attributable to better information from DEQ to the commission and a revision to the survey instrument that made the questions more relevant and specific to EQC meetings and events.

### **Areas for improvement**

The commissioners scored question four at lower than 100 percent. This question addresses annual information from DEQ to the commission regarding progress and key performance indicators. For 2015, DEQ can ensure that this information is explained as part of an EQC meeting.

2008: 100 percent – *First year of measurement, used only a yes/no ranking scale*

2009: 90 percent – *Started using the scale of 0, 40, 80 or 100 percent ranking scale*

2010: 82.3 percent

2011: 96.7 percent – *Revised questions for additional relevancy*

2012: 95 percent

2013: 98 percent – *Reworded questions eight and 11 based on 2012 feedback and need for clarity*

2014: 98 percent – *Refined questions and added option for "more information"/narrative entry*

2015: 100 (Note: rounded up from 99.6) percent – *Added additional questions regarding the liaison positions*

## **Survey results**

### **1. The commission reviews the director's performance expectations to ensure that they are current.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

### **2. The commission gives the director an annual performance review.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

### **3. The agency's mission and high-level goals are current and applicable.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

### **4. The commission reviews DEQ's Annual Progress Report that documents DEQ's progress toward meeting its Key Performance Measures, goals and mission.**

***96 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent) - 1
- All of the time (100 percent) – 4
- Do not know

- Other (please specify)

**5. The commission is kept updated about DEQ's key communications.**

**100 percent**

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 4
- Do not know
- Other (please specify) – 1: *I seem to have problems receiving "DEQ in the News". Not sure what the problem is. I appreciate the information we receive from Dick and other staff members.*

**6. The commission is appropriately involved in policy-making activities, such as rule adoption.**

**100 percent**

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

**7. DEQ's budget and policy option packages are aligned with its mission and goals.**

**100 percent**

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

**8. The commission reviews all proposed budgets.**

**100 percent**

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know

- Other (please specify)

**9. The commission is appropriately informed about budgets and how resources are used at DEQ.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

**10. Based on the budget and financial information presented to the commission at its regular meetings, DEQ adheres to accounting rules and other relevant financial controls.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 4
- Do not know
- Other (please specify) – 1: *I think this is 100 percent but I am not well versed in accounting rules and financial controls.*

**11. I am aware of and act in accordance with my role as a public official**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify) –

**12. The commission encourages collaboration and has opportunities to collaborate appropriately with other entities.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5

- Do not know
- Other (please specify)

**13. DEQ offers commission members opportunities to participate in hearings, informational meetings and other agency events.**

***100 percent***

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 5
- Do not know
- Other (please specify)

**14. Additional comments or questions**

*1. It would be helpful if I could check the box and also add comments. When I try to add comments, the "Other" box is automatically checked even if I want a different one.*

***Added in 2015: Two new questions for liaisons, data not included in KPM results***

**15. As a liaison to another Board or Commission, I receive information from my counterpart to understand areas of mutual interest.**

***100 percent***

- Not applicable - 1
- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent) – 2
- Do not know
- Other (please specify) – 2
  - *This should be 100% but I also wanted to say that the WRD has been very helpful and responsive to my needs and questions*
  - *This is new for me and my liaison. I think we are doing OK but probably will need another year under our belt to be sure.*

**16. As a liaison to EQC from another state board or commission, I receive the EQC information I need from DEQ via Stephanie Caldera, Dick Pedersen and other DEQ staff.**

***Percent not applicable***

- Not applicable - 1
- None of the time (0 percent)

- Some of the time (40 percent)
- Most of the time (80 percent)
- All of the time (100 percent)
- Do not know - 1
- Other (please specify)

**17. Additional comments or notes from non-EQC liaisons**

1. *I do think the liaison role is productive and has been a positive addition to collaboration and coordination.*