

State of Oregon
Department of Environmental Quality

Memorandum

Date: Aug. 15, 2013

To: Environmental Quality Commission

From: Dick Pedersen, Director *Gregory K. Alden*

Subject: Agenda item E, Informational and discussion item: Commission's annual self-evaluation
Aug. 27-28, 2014, 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 2014 self-evaluation had a summary average total of 98 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. 27-28, 2014, 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 commission may also discuss whether it would like to revise its target, set at 100 percent, to reflect changes in survey methodology from the initial survey instrument. 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 2014 survey results and analysis

Report prepared by Stephanie Caldera

EQC self-evaluation survey results and analysis for 2013 meeting year

Overall score: 98 percent

Target: 100 percent

Four of five commissioners completed a self-evaluation survey in summer 2014. 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. They are recorded for informational purposes.

Areas of strength

The commissioners scored 11 of the 14 questions at 100 percent and offered some comments in support or for clarification of their scoring. Generally, the commission displays strength and confidence across all topics and questions in the survey.

Areas for improvement

The commissioners scored questions four, 12 and 13 lower than 100 percent. Question four addresses the commission’s review of annual performance measures and metrics, question 12 relates to the commission’s collaboration with other entities and question 13 addresses the connection for commissioners to specific DEQ meetings and events. Thematically, these scores, either 93 or 95 percent, indicate opportunities for DEQ to provide more information about metrics and more planned interactions for the commissioners and other entities, including DEQ and its staff.

Past 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.

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 – *Added option for “more information”/narrative entry for all questions and refined some question wording based on 2013 feedback*

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) – 4
- 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) – 4
- Do not know
- Other (please specify)

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

93.3 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)

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

95 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) – 3
- 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) – 3
- Do not know
- Other (please specify) – 1: *I really appreciate the "DEQ in the News" emails*

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) – 3
- Do not know
- Other (please specify) – 1: *One of the constraints is that many of the issues are so technical that our involvement on the ground level is very difficult*

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) – 3
- Do not know
- Other (please specify) – 1: *I'm looking forward to the budget workshop and I think it will help me understand the budget process better and how the budget aligns with policy decisions.*

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) – 4

- 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) – 4
- 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) – 3
- Do not know
- Other (please specify) – 1: *I appreciate the financial reports that we receive on a regular basis*

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) – 3
- Do not know
- Other (please specify) – 1: *I wonder if having an open workshop on the role of an EQC commissioner would be helpful for new commissioners.*

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

95 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) – 3
- Do not know
- Other (please specify)

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

93 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) – 2
- Do not know
- Other (please specify) – 1: *I think the staff is very open to providing information as requested.*

14. Additional comments or questions

1. Not sure if this is the appropriate place to document, but would like DEQ to consider preparing an agency sustainability report/plan (see Department of Corrections)