

State of Oregon
Department of Environmental Quality

Memorandum

Date: Sept. 30, 2013
To: Environmental Quality Commission
From: Dick Pedersen, Director
Subject: Agenda item P, Informational and discussion item: Commission's annual self-evaluation
Oct. 16-17, 2013, 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 2013 self-evaluation had a summary average total of 98 percent. The lowest scores, indicating areas for improvement, of 93.3 percent were in response to questions about DEQ's mission and goals and opportunities for commissioners to be involved in agency activities. 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 Oct. 16-17, 2013, 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 survey results and analysis

Report prepared by: Stephanie Caldera

EQC self-evaluation survey results and analysis for 2012 meeting year

Overall score: 98 percent

Target: 100 percent

Three of five commissioners completed a self-evaluation survey in fall 2013. 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 13 survey questions with 100 percent, and no question was scored lower than "most of the time" (80 percent) by any commissioner. Generally, the commissioners expressed a high degree of confidence in their work and the information provided by DEQ.

Areas for improvement

The commissioners scored questions three and 13 with the lowest percentages. These are two areas for potential improvement by DEQ, and represent opportunities for additional commissioner involvement.

- **3. The commission is appropriately informed about budgets and how resources are used at DEQ – 93.3 percent**
- **13. DEQ offers commission members opportunities to participate in hearings, informational meetings and other agency events – 93.3 percent**

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*

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) – 2
- Do not know - 1

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) – 3
- Do not know

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) - 1
- All of the time (100 percent) – 2
- Do not know

4. The commission reviews DEQ's Annual Progress Report, a document sent to DAS showing DEQ's progress toward meeting its Key Performance Measures, goals and mission.

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) – 2
- Do not know - 1

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

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

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

8. The commission reviews DEQ's legislative budget proposal

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

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) – 3
- Do not know

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

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 - 1

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) – 3
- Do not know

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

93.3 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

14. Additional comments or questions

1. On #1 I answered "Do not know" because I have not been on the commission long enough to answer that. Also, while I understand the interest in quantifying the answers, I find the selection somewhat artificial. I wonder if we could at least have a comment area for each question, so we could provide some additional information if we wanted.