

State of Oregon
Department of Environmental Quality

Memorandum

Date: Dec. 1, 2011

To: Environmental Quality Commission

From: Joni Hammond, Deputy Director

Subject: Agenda item F, Informational and discussion item: Commission's annual self-evaluation
Dec. 15-16, 2011, EQC meeting

Purpose of item This item will provide the commission with information for discussion about its annual self-evaluation survey.

Why this is important The Oregon Environmental Quality Commission must complete an annual self-evaluation, consistent with DEQ's Key Performance Measure 16 and state requirements for boards and commissions. DEQ uses the results from the annual survey to refine its approach and content when presenting information to the commission.

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. Key Performance Measure 16 has a summary target of 100 percent, and the 2011 self-evaluation had a summary average total of 96.7 percent. The lowest scores, indicating areas for improvement, of 92 percent were in response to questions about the alignment between DEQ's policy action packages and its agency goals, and if the commission encourages collaboration and has opportunities to collaborate appropriately with other entities. The compiled results, including one comment, and analysis are included as attachment A.

Next steps and commission involvement DEQ staff will present the summary results for discussion at the Dec. 15-16, 2011, 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 16.

Attachments A. Compiled survey results and analysis

Approved:

Division: _____

Section: _____

Report prepared by: Stephanie Clark
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State of Oregon
Department of Environmental Quality

Memorandum

Date: Nov. 21, 2011

To: Environmental Quality Commission

From: Stephanie Clark, EQC assistant

Subject: Analysis of 2011 commission self-evaluation survey

The Oregon Environmental Quality Commission must complete an annual self-evaluation as Key Performance Measure for DEQ. KPM 16 has a target level of 100 percent, which correlates to an overall 100 percent average across the questions asked in this survey. The commission began its self-evaluation in 2008, responding to these questions for 2007. The basis for the questions in this survey are from an Oregon Department of Administrative Services model survey for boards and commissions, with modifications to be DEQ-specific. Based on feedback from the commission that the survey questions did not address the critical functions and roles of the commission, or that the questions lacked meaningful definitions that would allow the commissioners to answer with certainty, DEQ updated the survey questions and reduced the number of questions from 15 to 12 for this self-evaluation.

Summary of results

The overall average for the 2011 commission's self-evaluation survey was 96.7 percent. This is a 14 percent increase from the 2010 overall average of 82.3 percent. The lowest average percent for any of the twelve questions was 92 percent, and five questions received an average 100 percent ranking.

Proposed areas for improvement

The two questions, number seven and number 12, ranked at 92 percent are opportunities for DEQ to provide additional information or support to the commission about these activities. DEQ can provide the commission with more information about the connections between its policy option packages and the agency goals they satisfy. DEQ recognizes the commission's desire for additional collaboration with relevant parties, and will investigate opportunities for the commission to meet with other boards, commissions, agencies or other people and organizations connected to DEQ's goals and activities in 2012.

Survey tool and results

The five commissioners responded to statements by picking one option from a list:

- 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

Answers of “do not know” are recorded but not included in the final percentages for the responses.

Four commissioners completed the survey by electronic means, using Survey Monkey, and one commissioner completed a paper copy.

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

- 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

Average: 96 percent

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

- 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

Average: 100 percent

Note – one person did not answer this question

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

- 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

Average: 96 percent

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.

- 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

Average: 96 percent

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

- 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 - 1

Average: 95 percent

6. The commission is appropriately involved in policy-making activities, such as rulemaking.

- 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

Average: 96 percent

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

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent) - 2
- All of the time (100 percent) - 3
- Do not know

Average: 92 percent

8. The commission reviews all proposed budgets

- 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

Average: 100 percent

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

- 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

Average: 100 percent

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.

- 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

Average: 100 percent

11. Commission members act in accordance with their roles as public representatives.

- 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 - 1

Average: 95 percent

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

- None of the time (0 percent)
- Some of the time (40 percent)
- Most of the time (80 percent) - 2
- All of the time (100 percent) - 3
- Do not know

Average: 92 percent

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

- 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 - 1

Average: 100 percent

14. Additional comments or questions

The commission is committed to its work and fulfilling its role to the betterment of the environment. Staff make ongoing efforts to assure the Commission is well informed on the various issues so the Commission can make knowledgeable and informed decisions and recommendations.