

# Best Practices Performance Measures

The Oregon Fish and Wildlife Commission Best Practices Survey is used to identify the best practices that are being met by the commission throughout a given fiscal year. ODFW uses the data from the survey to assess Key Performance Measures that inform legislatures and the Governor's office of our efficiency as an agency. It is important for you to keep these best practices in mind throughout the year to accurately respond to the survey at the end of the fiscal year.

1. **Best Practice:** Executive Director's performance expectations are current.  
**Criteria:** OFWC formally establishes and reviews performance expectations for the Director formally on an annual basis.
2. **Best Practice:** Executive Director's receives annual performance feedback.  
**Criteria:** The OFWC, primarily through the commission chairperson, provides routine and ongoing feedback to agency Director.
3. **Best Practice:** The agency's mission and high-level goals are current and applicable.  
**Criteria:** The OFWC actively participates in the development of the agency's objectives and plans.
4. **Best Practice:** The Commission reviews the *Annual Performance Progress Report*. (Key Performance Measures)  
**Criteria:** The OFWC reviews the annual report and receives updates on significant changes in performance.
5. **Best Practice:** The Commission is appropriately involved in review of the agency's key communications.  
**Criteria:** The OFWC is involved with the agency's public processes and key communications with the media and the public. The OFWC also bring constituent issues to the agency for review and potential action.
6. **Best Practice:** The Commission is appropriately involved in policy-making activities.  
**Criteria:** The OFWC hears, reviews, and approves all agency rulemaking actions.
7. **Best Practice:** The agency's policy option packages are aligned with its mission and goals (biennially).  
**Criteria:** Commission members review the budget during development and participate in agency's public budget process.
8. **Best Practice:** The OFWC reviews all proposed budgets.  
**Criteria:** The OFWC reviews and approves the proposed budget; the budget request is certified by the Commission chairperson.
9. **Best Practice:** The Commission periodically reviews key financial information and audit findings.  
**Criteria:** The OFWC receives financial reports on a monthly basis; with other information provided as questions or issues arise.
10. **Best Practice:** The Commission is appropriately accounting for resources.  
**Criteria:** The monthly financial report includes an update on how well the agency is managing its resources.
11. **Best Practice:** The agency adheres to accounting rules and other relevant financial controls.  
**Criteria:** Along with receipt on monthly financial reporting, the OFWC reviews the agency head transactions annually.
12. **Best Practice:** Commission members act in accordance with their roles as public representatives.  
**Criteria:** Commissioners receive training and guidance on how best to work with and represent the public. The Commission chairperson also provides guidance as needed.
13. **Best Practice:** The Commission coordinates with others where responsibilities and interests overlap.  
**Criteria:** Commissioners participate in stakeholder workgroups and professional associations. The OFWC meets regularly with other governmental bodies.
14. **Best Practice:** The Commission members identify and attend appropriate training sessions.  
**Criteria:** Commissioners participate in orientation training, on the ground educational sessions, and presentations/workshops on key policy issues.
15. **Best Practice:** The Commission reviews its management practices to ensure best practices are utilized.  
**Criteria:** Prior to the agency issuing its *Annual Performance Progress Report* (Key Performance Measures), the OFWC reviews progress on the current 15 best practices. Associated policy changes or new practices may be identified in that process.