

DATE: November 14, 2018

TO: Jim Cathcart, District Manager
West Multnomah SWCD

SUBJECT: **Consultant's Impressions and Recommendations**
Wet Multnomah SWCD Board Practices Assessment
Conducted November 7, 2018

FROM: Eric Nusbaum
Oregon Department of Agriculture

It was a pleasure conducting the Board Practices Assessment (BPA) with you and your board members. Accompanying this memo is your board's **Assessment Summary**. I trust you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". I will do a 60/90 day follow-up on recommended actions to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

Impressions

West Multnomah SWCD is overseen by an active and dedicated board that is self-aware of their district's accomplishments, strengths, and needed areas of improvement. The board feels that they are a strong organization with a staff who are great at working with limited resources and that they have a great reputation with the community. The board is aware that they need to work on a few areas of board policies and procedures. Additionally, the board feels that they need to improve the consistency of performance reviews.

Recommendations

Suggestions for follow-up actions on flags raised in your assessment are:

1. Job descriptions for all board members, not just officers, should be created.
2. A policy on board meeting rules and procedures should be created.
3. Staff performance reviews should be conducted with more consistency.