

**PORT OF NEWPORT**  
**MINUTES**  
**January 13, 2015**  
**Work Session**

**I. Call to Order/Introductions**

A work session of the Port of Newport to receive a board assessment by SDAO was called to order by Walter Chuck, President, at 12:05 pm in the South Beach Marina Activities Room. No decisions were made during the work session.

**Commissioners Present:** David Jincks, Walter Chuck, Dean Fleck, Ken Brown, JoAnn Barton.

**Management and Staff:** Kevin Greenwood, General Manager.

**Others Present:** George Dunkle and Rob Mills, SDAO. Dennis Anstine, News Times.

**II. SDAO Board Assessment**

Dunkle introduced the rise of SDAO board assessments in an effort to lower the members' insurance premiums. What are good boards doing in an effort to educate other boards? This session will count toward the training requirements for the insurance premium benefit. It was noted that the number one claim against special districts is personnel-related issues.

Mills added that the session should last less than two hours and that he'll take notes and submit the assessment within a week.

**SUMMARIZE KEY PERFORMANCE AREAS**

Good Stewardship – public opposition is viewed as opportunity; board is accessible and representative of the community.

Good Governance – board understands its role; bylaws have been a benefit for setting direction;

Overall Regulatory Compliance – Using professional consultants; commission has "matured" to understand ESA laws.

Timeliness of compliance reporting – keeping state agencies up to speed; know ahead of deadlines; have lots of permits to monitor.

Potential Compliance Challenges – costs become issues, but dealt with; prioritize projects.

Consistency in Budgeting – have been able to re-prioritize as needed while being transparent; modernized computing and budgeting; use of CFP to prioritize capital projects; no one is happy with failing infrastructure.

Soundness of financial practices – checks and balances are followed; look at annual financial reports before being submitted to auditors.

Customer relations – we're open for public complaints as a public body; there is opportunity for improvement; personnel and public relations could be improved; how do we effectively train?; look at Oregon Tourism Commission training opportunities; personnel manual needs to be developed; can port staff be easily identified?; employees need to take ownership of customer service.

Staff morale – making key hires to rebuild management team; employees feel valued; leadership sets expectations for staff growth and morale.

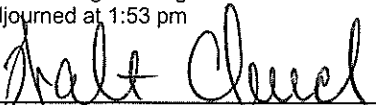
Management of employee performance – manager evaluation prior to other employees; careful of micromanaging; need new personnel manual; use of policies to affect personnel.


Alignment of Positions – job descriptions are up to date; challenges in timing of hires; reorganization of work flow/organizational chart; building trust; flexibility in changing descriptions based upon individual challenges; succession planning.

Policies and procedures – these are tools that need to be implemented and monitored; implementation of best practices; encourage feedback loops; positive changes in workforce turnover; board's involvement is just about right; management style/ admit deficiencies/communication.

**III. Adjournment**

There being nothing more to come before the Board of Commissioners, the session was adjourned at 1:53 pm

  
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Walter Chuck, President

ATTEST:  
  
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Ken Brown, Secretary/Treasurer