

**PORT OF NEWPORT COMMISSION WORK SESSION MEETING AGENDA**

Tuesday, January 13th, 2015, Noon.  
Port of Newport Marina and RV Park Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

Walter Chuck (Pos. #1), President; Dean Fleck (Pos. #5), Vice President;  
Ken Brown (Pos. #4), Secretary/Treasurer; JoAnn Barton (Pos. #3); David Jincks (Pos. #2)

- I. Call to Order
- II. Port of Newport SDAO Board of Commissioners Assessment
- III. Adjournment

To place a subject or issue on the agenda for presentation to the commission, please submit your request one week or more in advance of the regular scheduled meeting. Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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## Special Districts Association of Oregon

### Management Practices Assessment: Answers to Your Questions

**Q: What is the purpose of the Management Practices Assessment (MPA)?**

**A:** The MPA provides a format for a facilitated discussion among board members about their governance practices and how well they “measure up”. By assessing its strengths and weaknesses in key performance areas, the board can discover ways to improve the district’s outcomes.

**Q: What does the MPA cover?**

**A:** The MPA assesses board governance practices in six key performance areas that often determine whether the district will successfully achieve its outcomes. The practices involve regulatory, fiscal, customer service, personnel, and general management responsibilities that “come with the territory” of being a special district board.

**Q: Why does the MPA need to be used in a facilitated discussion?**

**A:** Individual board members often have different perspectives and levels of expertise. A facilitated discussion draws on the insight and knowledge of all members for a consensus-based understanding and analysis of their board’s management practices.

**Q: SDAO has a Best Practices Checklist; why develop another tool?**

**A:** SDAO uses the Checklist to encourage and document compliance with industry-wide best practices. Compliance is assessed on the basis of simple yes/no responses that are often provided by a board representative who may not be as well-informed or insightful as the full board. The MPA is designed to reflect a consensus of the views and expertise of all board members to produce a more comprehensive assessment of the district’s management practices.

**Q: Our district seems to be functioning pretty well; how would we benefit from using the MPA?**

**A:** Boards generally believe they are functioning pretty well and in fact, they probably are. But how do they know? What do they use as indicators of “functioning well” and are those the right indicators? Sometimes it takes the “wake-up call” of a serious setback to prompt a board to improve its management practices . . . *after* the damage has been done. Using the MPA offers the advantage of foresight by enabling a board to identify weaknesses in its governance practices that can be corrected before they lead to failure.

**Q: After our board completes the assessment, then what?**

**A:** With input from all members for its consensus-based assessment, a board is well-positioned to determine the actions needed to fortify strengths and correct weaknesses in its management practices. Those actions may be relatively easy to implement, such as adopting a new policy or training for new skills. Or the actions may be more involved – restructuring the organization for example, or improving the budgeting process. In either case, the actions implemented will be based on relevant information and thoughtful analysis as a result of completing the assessment.

**SPECIAL DISTRICT  
BOARD PRACTICES ASSESSMENT**

**PORT OF NEWPORT  
January 13, 2015**

**Board Members: Walter Chuck, Pres., Dean Fleck, Ken Brown, JoAnn Barton, David Jincks  
General Manager: Kevin Greenwood**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
<b>Operational Compliance</b>				
Overall regulatory compliance				
Timeliness of compliance reporting				
Potential compliance challenges				
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				

Soundness of financial practices				
<b>Customer Relations</b>				
Management of service problems				
Improvements to customer service				
<b>Personnel Administration</b>				
Staff morale and work climate				
Management of employee performance				
Alignment of positions with work assignments				
<b>Policies and Procedures</b>				
Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				