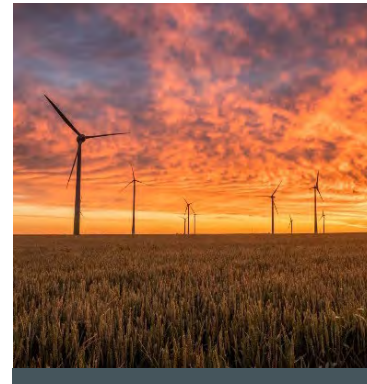
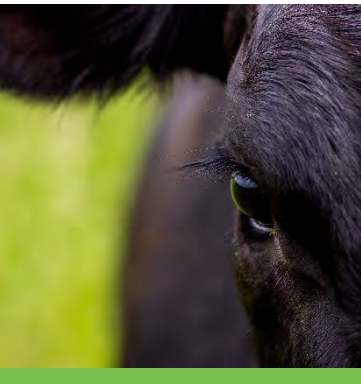


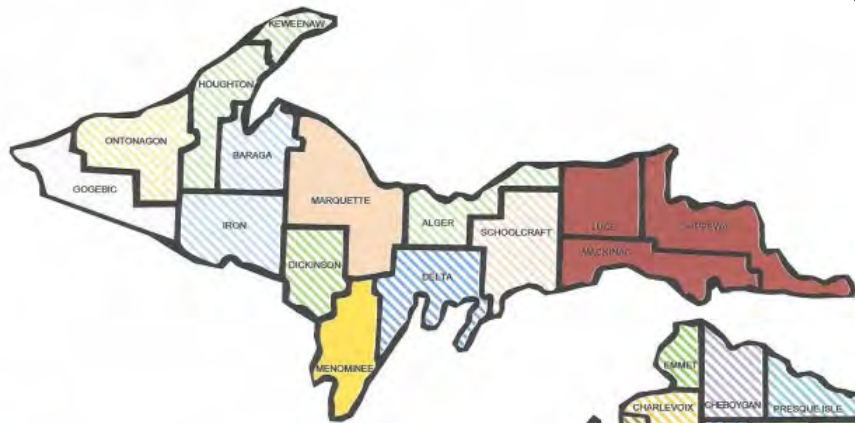



Building Conservation District Capacity: Grant Technician Employee Development



Rachael Guth

Regional Coordinator – Upper Peninsula of Michigan
MDARD Environmental Stewardship Division

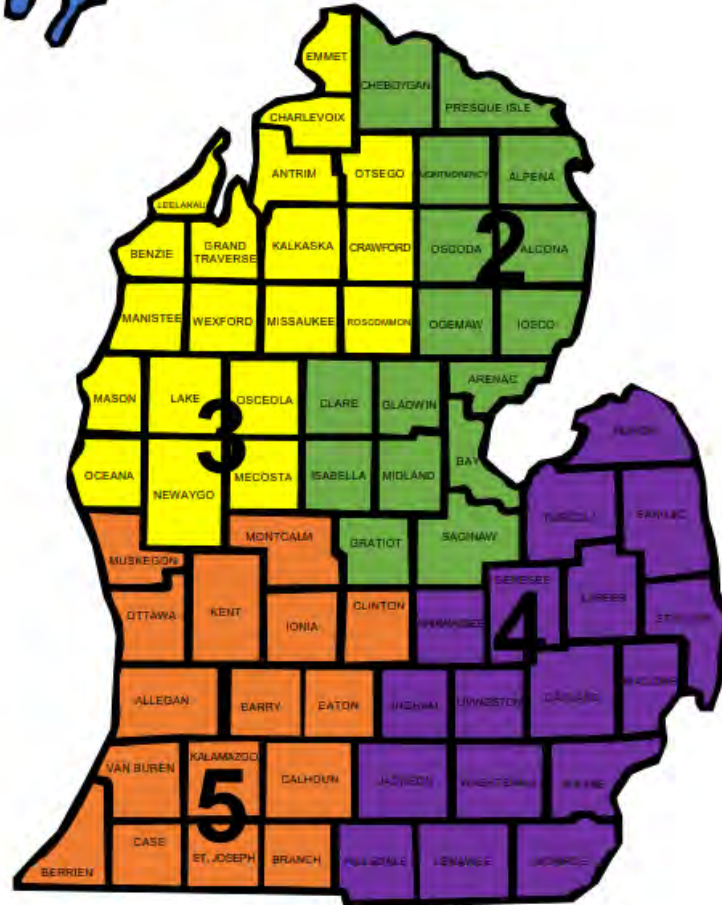



 = Not co-located with NRCS
 Total - 29





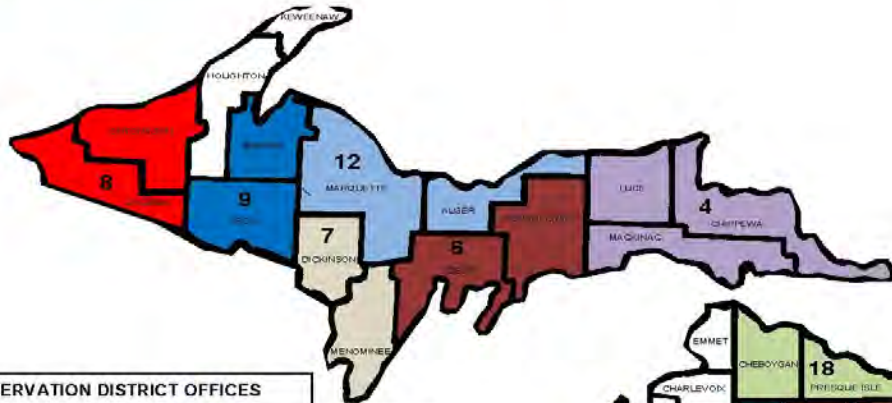
- 1** **Rachael Guth**
906-251-8727
GuthR@michigan.gov
- 2** **Christy Roman**
517-243-0117
RomanC@michigan.gov
- 3** **Jim Pawlowicz**
231-357-4357
PawlowiczJ@michigan.gov
- 4** **Chris Savona**
517-242-3278
SavonaC@michigan.gov
- 5** **Jack Knorek**
517-243-0072
KnorekJ@michigan.gov





MICHIGAN DEPARTMENT OF AGRICULTURE &
RURAL DEVELOPMENT

FORESTRY ASSISTANCE PROGRAM
FY 2019



CONSERVATION DISTRICT OFFICES

1	Alcona 989-724-5272	11	Manistee 231-889-9666, ext. 102
2	Alpena-Montmorency 989-356-3596, ext. 3	12	Marquette 906-226-2461, ext. 128
3	Barry 269-908-4135	13	Mecosta 231-796-0909, ext. 3
4	Chippewa Luce Mackinac 906-635-1278	14	Montcalm 989-831-4606, ext. 5
5	Clare 989-539-6401	15	Oceana 231-861-5600, ext. 5
6	Delta 906-553-7700	16	Oscoda 989-826-8824
7	Dickinson 906-774-1550, ext. 180	17	Otsego 989-732-4021
8	Gogebic 906-683-4512	18	Presque Isle 989-734-4000
9	Iron 906-875-3765	19	Tuscola 989-673-8174, ext. 3
10	Ileelanau 231-256-9783	20	Wexford 231-775-7681, ext. 3



Our
FREE SERVICES

in GOGEBIC & ONTONAGON COUNTIES



COST SHARE PROGRAMS
TAX-REDUCTION PROGRAMS



FOREST MANAGEMENT ADVICE
TIMBER SALE PLANNING ADVICE

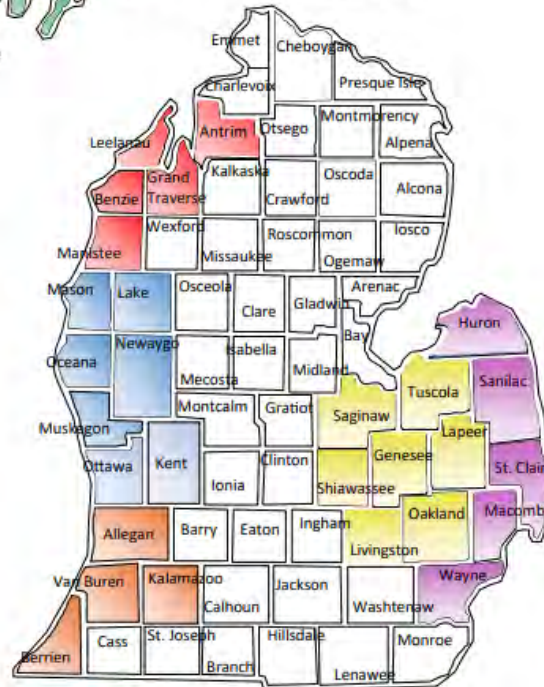
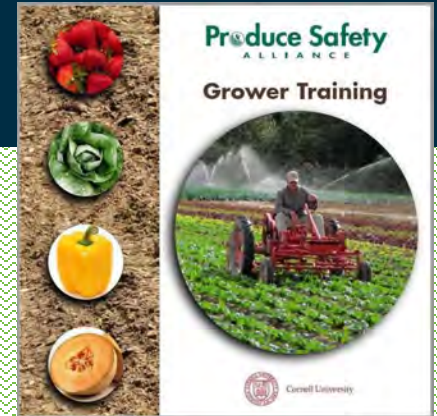


WILDLIFE HABITAT IMPROVEMENT
RECOMMENDATIONS





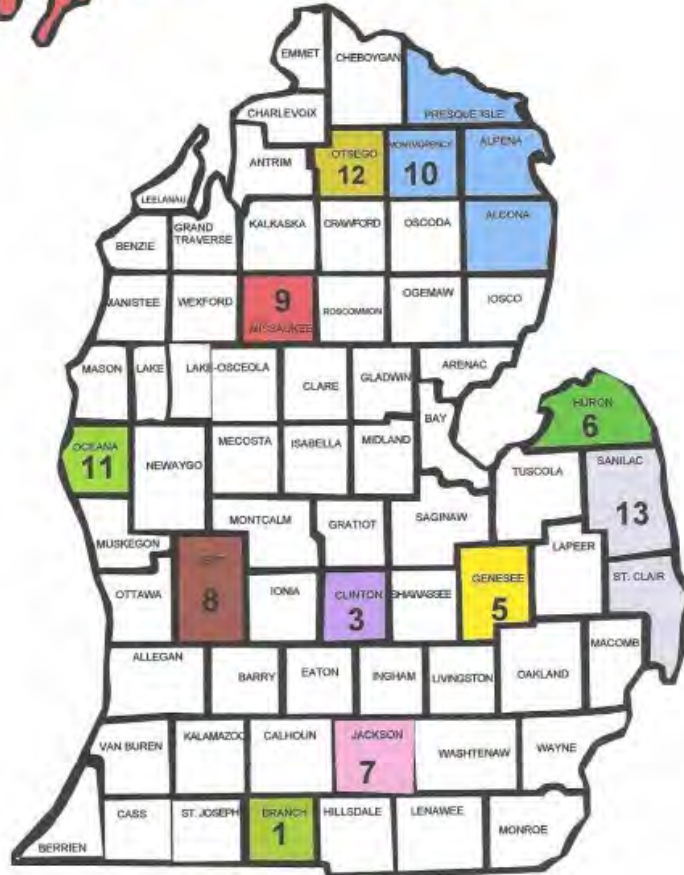
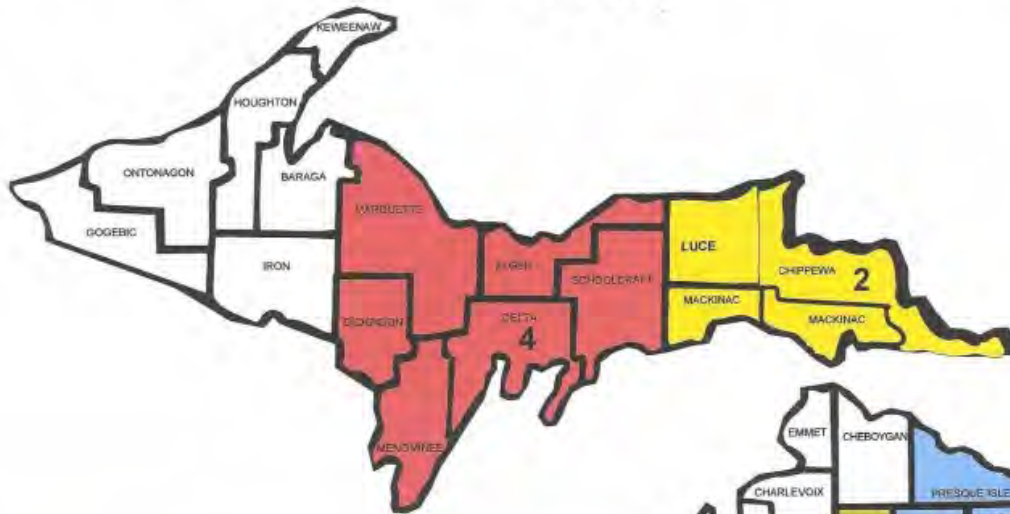
Michigan
On-Farm Produce Safety



CONSERVATION TECHNICAL ASSISTANCE INITIATIVE (CTAI) FY19



U.S. Department of Agriculture
Natural Resources Conservation Service



1	Branch CD Jordan Beehler 517-278-2725 x 117
2	Chippewa-Luce-Mackinac CD David Chickering, Engineer 906-635-1278
3	Clinton CD Rebekah Faivor 989-224-3720 x 3
4	Delta CD Tyler Tankersley 906-428-9469 x 127
5	Genesee CD Jess Carlton 810-230-8766 x 3132
6	Huron CD Dennis Weidman 989-269-9540
7	Jackson CD Alana Helin, Engineer 517-395-2090
8	Kent CD Lexi Feutz, Engineer & Kate Droscha 616-942-4111 x 100
9	Missaukee CD Jeff Fewless 231-775-7681 x 3
10	Montmorency CD Ken Parsons 989-356-3596 x 110
	Oceana CD



Creative Training for CD Technicians

- Onboarding / Orientation
- Michigan Association of Conservation Districts
 - Summer Conference
 - Fall Convention / Annual Meeting
- Employee Development Plans (EDPs)
- Quarterly Reviews
- FAP Camp 2019



Quarterly Reviews

DATE: _____ FORESTRY ASSISTANCE PROGRAM 

Conservation District: _____

Person Interviewed: _____

+

1. EMPLOYMENT REQUIREMENTS: MAINTAIN A FULL-TIME STAFFED FORESTRY ASSISTANCE PROGRAM THROUGHOUT THE YEAR. A. IS THERE A FULL TIME FORESTER DEDICATED SPECIFICALLY TO THE FAP PROGRAM? B. IF A VACANCY WERE TO OCCUR IS THE CD MANAGER AWARE OF THE FORESTER EDUCATIONAL REQUIREMENTS AND THE PROCEDURE TO NOTIFY MDARD AND HIRE A NEW TECHNICIAN?
1 st Quarter: 2 nd Quarter: 3 rd Quarter: 4 th Quarter:
2. WORK AGREEMENT: DEVELOP A POSITION DESCRIPTION, CONDITIONS OF EMPLOYMENT, A WORK AGREEMENT INCLUDING A CONFLICT OF INTEREST CLAUSE, AND GENERAL PERSONNEL POLICIES FOR THE FORESTER. A. IS A POSITION DESCRIPTION AND A WORK AGREEMENT WITH CONDITIONS OF EMPLOYMENT AND A CONFLICT OF INTEREST CLAUSE IN PLACE FOR THE TECHNICIAN HIRED UNDER THIS GRANT? B. HOW DOES THE FORESTER STRIVE TO AVOID ALL SITUATIONS WHERE THE OPPORTUNITY FOR PERSONAL GAIN MAY INFLUENCE THEIR DECISIONS?
1 st Quarter: 2 nd Quarter: 3 rd Quarter: 4 th Quarter:
3. GOAL SETTING AND TRACKING; CONVENE A LOCAL FORESTRY ADVISORY COMMITTEE TO ESTABLISH GOALS FOR PERFORMANCE OBJECTIVES. A. WHO ARE THE PARTNERS THAT MAKE UP THE LOCAL FORESTRY ADVISORY COMMITTEE? B. HAVE THE GOALS SET BY THE FORESTRY ADVISORY COMMITTEE BEEN SUBMITTED TO MDARD? C. WHAT IS THE PROGRESS TOWARD COMPLETING THE GOALS IDENTIFIED BY THE ADVISORY COMMITTEE? D. HOW IS PROGRESS TOWARDS OBJECTIVES VERSUS GOALS ESTABLISHED BEING SHARED WITH DISTRICTS WITHIN THE SERVICE AREA? E. HAS THE FOURTH QUARTER GOAL SETTING MEETING BEEN SCHEDULED OR TAKEN PLACE?
1 st Quarter: 2 nd Quarter: 3 rd Quarter: 4 th Quarter:
4. SERVICES PROVIDED: THE FORESTER SHALL SERVE AS THE INITIAL POINT OF CONTACT FOR PRIVATE FOREST LANDOWNERS, NATURAL RESOURCE PROFESSIONALS, AND LOCAL GOVERNMENTS FOR THE MANAGEMENT OF FORESTLAND, WILDLIFE HABITAT, AND RELATED NATURAL RESOURCE ACTIVITIES. A. HOW DOES THE FORESTER WORK WITH THE PUBLIC AND PRIVATE SECTOR TO PROVIDE ASSISTANCE WITH RESOURCE MANAGEMENT ACTIVITIES? B. HOW DOES THE FORESTER PROVIDE APPROPRIATE MANAGEMENT OPTIONS FOR THREATENED AND ENDANGERED PLANTS AND ANIMALS TO LANDOWNERS? C. HOW DOES THE FORESTER PROVIDE ADVICE ON THE IDENTIFICATION AND CONTROL OF INSECTS, DISEASES, INVASIVE PLANTS AND SPECIES? D. HOW DOES THE FORESTER PROVIDE INFORMATION AND ASSISTANCE ON FEDERAL AND STATE PROGRAMS THAT PROVIDE FINANCIAL ASSISTANCE FOR FOREST MANAGEMENT ACTIVITIES, ESPECIALLY THE QUALIFIED FOREST PROGRAM? E. HOW DOES THE FORESTER SUPPLY AND TRACK REFERRALS TO OTHER INDIVIDUALS, AGENCIES, AND ORGANIZATIONS FOR RESOURCE PLANNING AND IMPLEMENTATION? F. HOW DOES THE FORESTER PROMOTE AND CONDUCT MAEAP FOREST, WETLANDS, AND HABITAT



FAP Camp 2019



aGroup10.JPG



aGroup11.JPG



aGroup12.JPG



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aGroup19.JPG



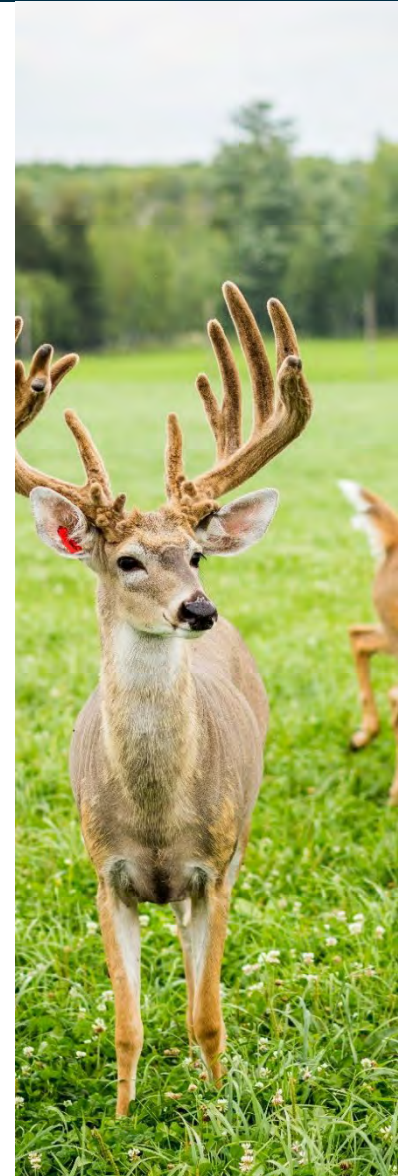
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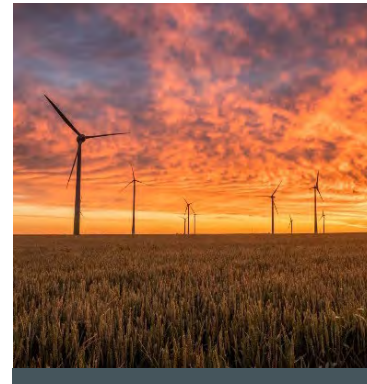
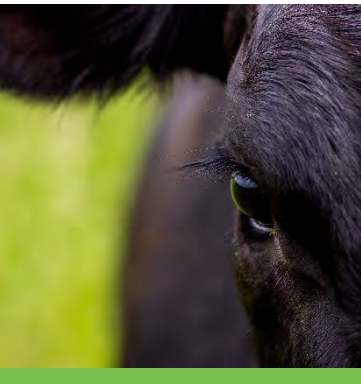


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Building Conservation District Capacity: Manager and Director Training

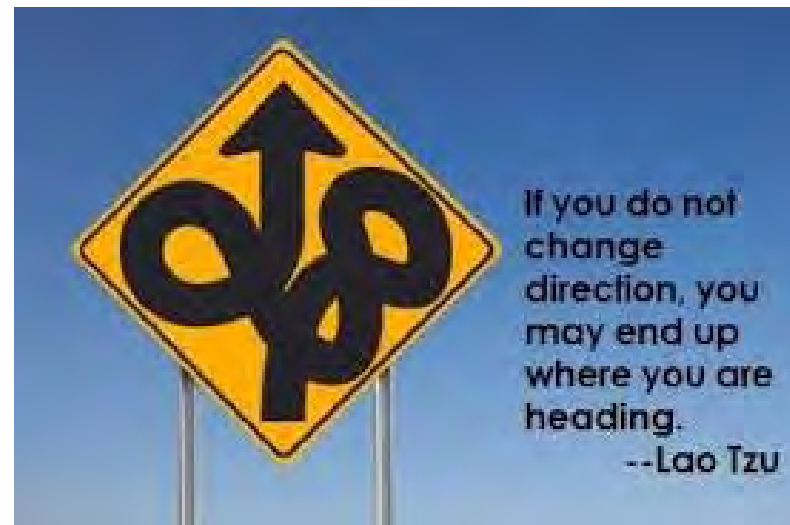


Christy Roman

Regional Coordinator – NE Lower Michigan
MDARD Environmental Stewardship Division

New Direction

- Revise the Conservation District Operations Handbook
- Create an onboarding process and training plan for District Managers
- Review and amend the Quarterly Review Template
- Develop an onboarding process and training plan for District Directors



Operations Handbook

TABLE OF CONTENTS

CHAPTER ONE: INTRODUCTION TO MICHIGAN'S CONSERVATION DISTRICTS

CHAPTER TWO: CONSERVATION DISTRICT PARTNERS

CHAPTER THREE: DISTRICT DIRECTORS' DUTIES & RESPONSIBILITIES

CHAPTER FOUR: CONSERVATION DISTRICT PLANNING AND IMPLEMENTATION

CHAPTER FIVE: REGULAR AND SPECIAL MEETINGS

CHAPTER SIX: ANNUAL MEETING REQUIREMENTS

CHAPTER SEVEN: ANNUAL MEETING REPORT

CHAPTER EIGHT: CONSERVATION DISTRICT ACCOUNTING PROCEDURES

CHAPTER NINE: HIRING AND EMPLOYMENT GUIDELINES

CHAPTER TEN: TRAINING AND BOARD DEVELOPMENT

CHAPTER ELEVEN: PERTINENT LAWS

CHAPTER TWELVE: TAXES AND OTHER FORMS TO FILE

CHAPTER THIRTEEN: REPORTING, RETENTION AND DISPOSAL SCHEDULES

CHAPTER FOURTEEN: CONSERVATION DISTRICT FUNDING

CHAPTER FIFTEEN: CONDUCTING A TREE SALE

CHAPTER SIXTEEN: TECHNOLOGY INFORMATION FOR DISTRICTS

CHAPTER SEVENTEEN: CO-LOCATED AND NON-CO-LOCATED CONSERVATION DISTRICTS

District Manager Orientation

Conservation District Manager Orientation and Training Guide	Name: Conservation District:
---	---

Timeline & Tasks	Operations Handbook	Training Options
First month:		
Governance laws		
CD Law - Natural Resources & Environmental Protection Act (<i>NREPA</i>) <i>Public Act 451 of 1994 Part 93</i> <ul style="list-style-type: none"> • Annual Meeting & elections • Board functions & duties • Grant eligibility <ul style="list-style-type: none"> ○ Resource Assessment every five years ○ Annual Plan Business Plan ○ Appropriation Act ○ Post and adhere to a regular schedule of meetings ○ Hold annual meetings and elections ○ Post office hours at the district's entrance and on answering machine 	Page 25	RC Online modules
Freedom of information Act (FOIA) <ul style="list-style-type: none"> • Response times & policies 	Page 25	Online modules, MDARD Regional Coordinators and inks to the law
Open Meetings Act (OMA) <ul style="list-style-type: none"> • Scheduling & posting meetings • Closed sessions • Minutes 	Page 26	Online modules RC
Uniform Budgeting and Accounting Act <ul style="list-style-type: none"> • Uniform Accounting Manual • Appropriations Act & budgeting • Safeguard district funds 	Page 10	Webinar and Regional Coordinator

Capacity Building Tool

Legal Requirements		
Compliance with Conservation District Law and Other Applicable Laws		Y or N
GAAS audit conducted at least biannually		
Budget passed annually and updated as necessary		
Appropriations act passed annually and amended as necessary		
Elections held in conjunction with an annual meeting and conducted according to CD law and MDARD guidance		
Accurate board minutes recorded for all proceedings and submitted to MDARD in a timely manner		
Compliance with Freedom of Information Act requirements		
Compliance with federal grant addendum requirements		
Compliance with PA116 Open Space and Farmland Preservation Act requirements		
Compliance with Qualified Forest Program requirements		
Compliance with Uniform Budgeting and Accounting Act requirements		
Compliance with Open Meeting Act requirements		
Compliance with American's with Disabilities Act		
Compliance with Family Medical Leave Act		
Compliance with Fair Labor Standard Act		

Capacity Building Tool

District Policies

Recommended Policies

Freedom of Information Act procedures

Personnel

Anti-nepotism

Social Media

Investment

Anti-discrimination and sexual harassment

Purchasing

Credit Card Use

Board Absenteeism

Equal Opportunity Employment

Bonding

Conflict of Interest

Employer Responsibility

Vacation, Leave, and Benefits

Whistleblower

Disciplinary and Grievance procedures

Code of Ethics

Segregation of duties



Capacity Building Tool

Business Management	Baseline Expectations	Effective Practices	Attributes for High Performance
District Manager	District employs a part- or full-time manager.	The board conducts a performance appraisal of the district manager annually, using objective, measurable and realistic goals.	The District demonstrates a balanced approach to District operations, with clarity of roles and responsibilities between the Directors and the District Manager.
Staff	Work agreements are in place with all employees and are renewed annually.	Staff performance evaluations are completed each year using objective, measurable and realistic goals	District staff demonstrate an understanding of the interdependence of all programs in the overall success of the District.

Capacity Building Tool

Goals	Target date of completion	Tools, Training, Resources, Assistance needed to accomplish goal	Level of Regional Coordinator assistance/ guidance requested?
1			
2			
3			
4			
5			

Merging Documents

Recommended List of District Policies:

The following, recommended by MDARD and MACD, is a list of subjects on which Conservation Districts **should** adopt policy:

- Structure of the District (chain of command, delegation of activities to district manager)
- Board Organization (board meeting attendance, authority of board members, committees of the board, public forum during board meetings, board officers)
- Employment/Personnel, including a policy of nepotism
- Conflict of Interest (Board and Staff)
- District Finances (financial management, budgeting, signing checks, use of credit card, investment practices, spending authorizations)
- Facilities/Equipment
- Administrative procedures for conduct of board meetings

Interactive Tool

Current Policy	Reviewed	Approved
<i>1. Freedom of Information Act</i>	<i>8/20/2019</i>	<i>9/20/2019</i>
<i>2. Personnel</i>		
<i>3. Credit Card</i>		

Action Plan

Policy Needed	Committee	Due date
<i>Board attendance</i>	<i>Christy and Rachael</i>	<i>9/20/2019</i>

Quarterly Review Template

DATE: _____ CONSERVATION DISTRICT OPERATIONS

Conservation District:
Person Interviewed:

THE FOLLOWING REQUIREMENTS MUST BE MET TO BE ELIGIBLE TO RECEIVE A GRANT OF \$50,000 OR MORE FROM MDARD.

1. AUDIT: A GENERALLY ACCEPTED AUDITING STANDARDS (GAAS) AUDIT MUST BE COMPLETED BIENNIALLY. DOCUMENTATION <u>MUST</u> BE FORWARDED TO MDARD PRIOR TO COMMENCEMENT OF THE GRANT EACH FISCAL YEAR.	
A. WHEN WAS THE LAST GAAS AUDIT COMPLETED?	
B. WERE ANY MATERIAL DEFICIENCIES IDENTIFIED?	
C. IF YES, HOW WERE THEY ADDRESSED?	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	
2. DISTRICT BUDGET: THE DISTRICT BUDGET, SETTING FORTH THE PURPOSE AND AMOUNT OF THE EXPENSES TO BE INCURRED AND THE SOURCE AND AMOUNT OF REVENUE, <u>MUST</u> BE FORWARDED TO MDARD PRIOR TO COMMENCEMENT OF A GRANT.	
A. DOES THE DISTRICT HAVE AN APPROVED BUDGET FOR THE CURRENT FISCAL YEAR?	
B. HAS IT BEEN FORWARDED TO MDARD?	
C. IS AN APPROPRIATION ACT IN PLACE AND UPDATED WHEN NECESSARY THROUGHOUT THE YEAR?	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	
3. COMPLIANCE WITH CONSERVATION DISTRICT LAW: DISTRICT MUST BE IN COMPLIANCE WITH CONSERVATION DISTRICT LAW.	
A. IS THE CONSERVATION DISTRICT FAMILIAR WITH THE CONSERVATION DISTRICT LAW?	
B. DOES THE CONSERVATION DISTRICT UNDERSTAND AND FOLLOW THE REQUIREMENTS RELATED TO OPEN MEETINGS ACT, ANNUAL MEETINGS AND ELECTIONS, ACCOUNTING AND APPROPRIATIONS AND OTHER REQUIREMENT AS DEFINED IN CONSERVATION DISTRICT LAW?	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	
4. SIGMA: CONSERVATION DISTRICTS RECEIVING MDARD GRANTS MUST BE REGISTERED IN THE STATE OF MICHIGAN'S BUSINESS OPERATIONS SYSTEM.	
A. IS THE CONSERVATION DISTRICT'S BUSINESS AND CONTACT INFORMATION CURRENT IN SIGMA VENDOR SELF SERVICE?	
THE HELP DESK CAN BE REACHED AT 888-734-9749 OR SIGMA-VENDOR@MICHIGAN.GOV	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	

MDARD ENCOURAGES ADHERENCE TO THE FOLLOWING GUIDELINES IN ORDER TO REMAIN A VIABLE DISTRICT.

5. RESOURCE ASSESSMENT: A RESOURCE ASSESSMENT SHOULD BE CONDUCTED AT LEAST ONCE EVERY FIVE YEARS.	
A. WHEN WAS THE LAST RESOURCE ASSESSMENT (STRATEGIC PLAN) CONDUCTED?	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	
6. ANNUAL BUSINESS PLAN—DEVELOP/REVIEW: AN ANNUAL BUSINESS PLAN SHOULD BE DEVELOPED OR REVISED EVERY YEAR.	
A. IS THERE AN ANNUAL BUSINESS PLAN?	
B. WHAT IS THE PROGRESS TOWARD COMPLETING THE TASKS IDENTIFIED IN THE BUSINESS PLAN?	
1 st Quarter:	
2 nd Quarter:	
3 rd Quarter:	
4 th Quarter:	

Questions?



@MIDeptofAgriculture



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Michigan Department
of Agriculture & Rural
Development



@MichiganAgriculture



Michigan Department
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Development