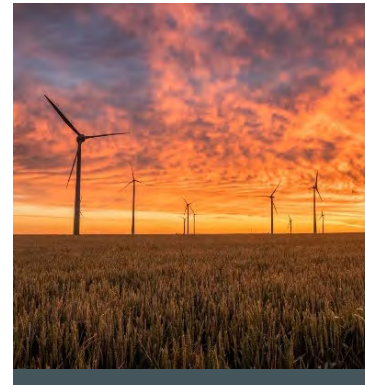
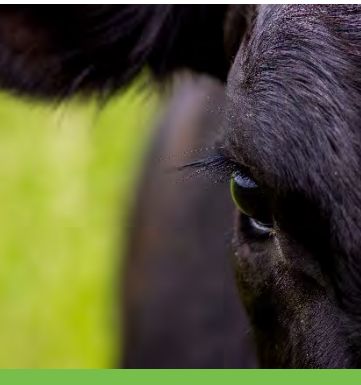


Michigan's Conservation Programs Unit's Re-alignment: Empowering Michigan's CDs by adjusting our Mission and Vision, Priorities, and Purpose



Rachael Guth

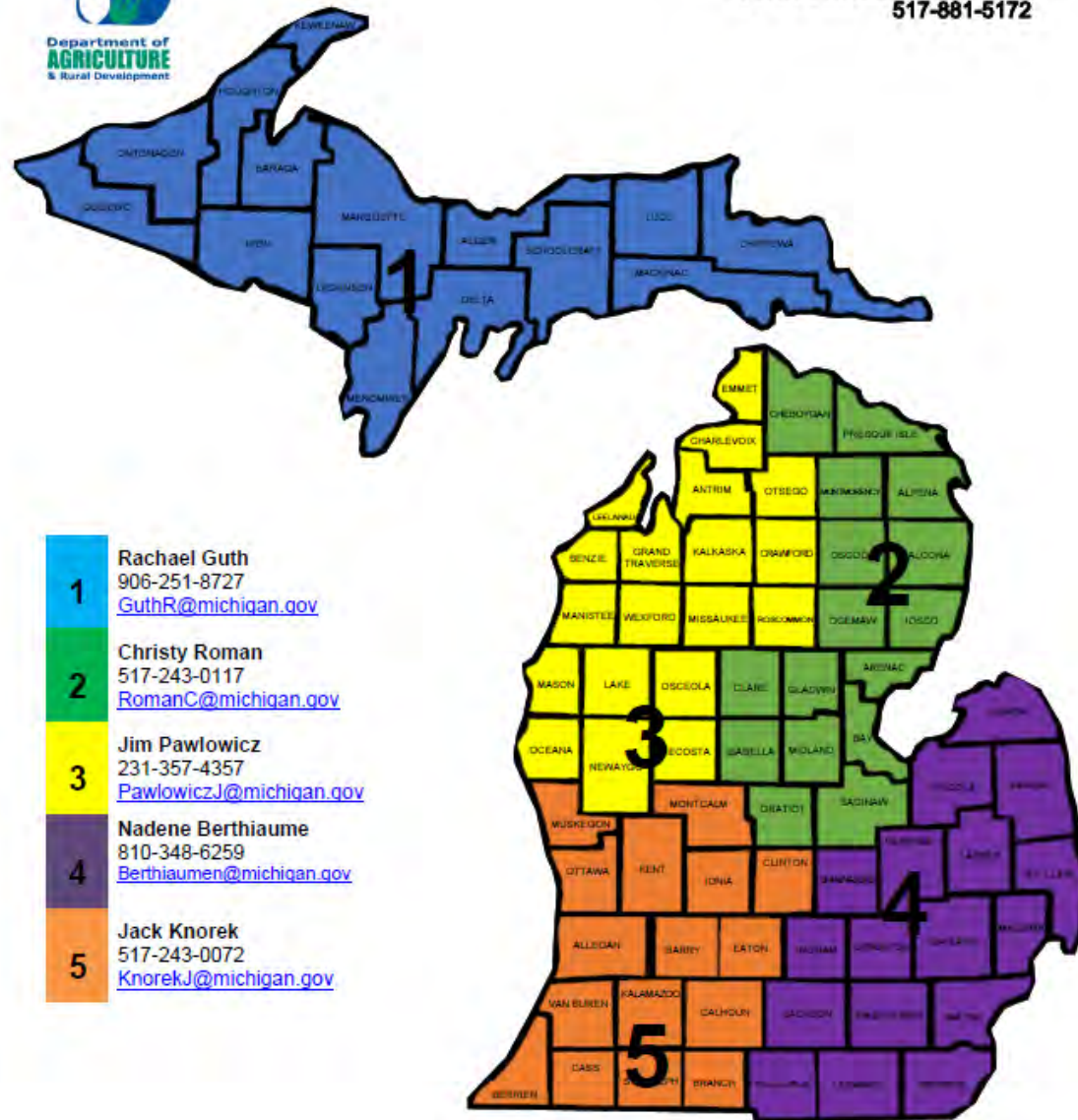
Regional Coordinator – Upper Peninsula of Michigan
Conservation Programs Unit (CPU)
Environmental Stewardship Division





MDARD – ENVIRONMENTAL STEWARDSHIP DIVISION
MICHIGAN CONSERVATION DISTRICTS
REGIONAL COORDINATORS
FY 2022

JOHN SWITZER, MANAGER
517-881-5172





CPU M/V/V

- Mission, Vision, Values

Empower Conservation Districts to sustain, protect, and enhance Michigan's natural resources.

- Addresses future needs
- Reinforces our long-term goals

Strategic Plan Priorities



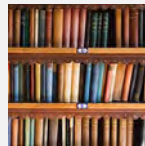
Five areas of planned work



Intended Results



Current & Needed Resources



Storybank

Five Areas of Planned Work

1. Make the CPU mission a reality by developing the capacity of the CPU staff to fulfill its mission.
2. Strengthen MDARD grant programs by increasing ESD staff's internal collaboration while building an understanding of each other's work.
3. Advocate for Conservation Districts by promoting their successes to stakeholders.
4. Build strong boards by developing Conservation District directors through the creation of recruitment, onboarding, and leadership programs.
5. Support Conservation District managers in addressing their district needs, meeting their goals, and building operational capacity.

This Strategic
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Programs
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Impacts:
Evaluation

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Acronyms

CDEM –
CPU – C
EDP – E
ESD – E
FAP – F
FSA – F
MACD –
MAEAP –

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Intended Results

Planned Work			Intended Results	
3. Advocate for Conservation Districts by promoting their successes to stakeholders.			All Conservation Districts are recognized as a trusted resource for local conservation solutions supported by stable funding and a network of collaborative conservation partners.	
Current Resources			Resources Needed	
<ul style="list-style-type: none"> Many Conservation Districts doing great work through a wide variety of projects Conservation Districts annual reports, grant reports, sharing stories on social media MDARD social media, annual report, and channels Historical annual reporting from Conservation Districts 			<ul style="list-style-type: none"> Funding for uniform resource assessments Annual summary of collective outputs and outcomes of Conservation District activities A way to submit and share successes Champions who advocate on behalf of Conservation Districts 	
Activity Objectives	Outcome Objectives	Conservation District Impacts	Stakeholder Impacts	Evaluation
<i>What activities will be completed to address the planned work?</i>	<i>What will be different if we are successful?</i>	<i>How will Conservation Districts benefit?</i>	<i>How will stakeholders' benefit?</i>	<i>What evaluation method will be used, and data will be collected?</i>
CPU staff collaborate with core partners to develop a template for Conservation District annual reporting and a method to quantify impacts.	A compiled annual report of all 75 Conservation Districts accomplishments.	Increased awareness of Conservation Districts that leads to more discussions, more recognition, and new, unique	Partners utilize Conservation Districts as their trusted resource for understanding and addressing	Target: Partnership impacts Assessment tool: Partner focus group (virtual or in person) 2021
With ESD communication representative, CPU staff will develop a storytelling bank to promote successes of Conservation Districts to stakeholders.				Impacts of Conservation Districts on productivity and operations Partnership impacts
CPU manager will work with Michigan Conservation Districts to deliver the programs that promote healthy soil and land, clean abundant water, and sustainable agriculture for future generations.				Assessment tool: Partner focus group (virtual or in person) 2021
CPU staff identify tools for promoting the Michigan Conservation Partnership, including the Collective Impact Model, Appreciative Inquiry, and Strategic Plans.			Shared solutions to conservation issues.	<ul style="list-style-type: none"> Positive impacts to the Michigan Conservation Partnership Increased productivity and leveraged resources
CPU staff assist Conservation Districts with diversifying funding sources via funding models, building partnerships, developing an 'elevator pitch', and showcasing successes.	Conservation Districts have more diverse funding sources. Conservation Districts increase local appropriations and the number of grants awarded.	Partners see value and increase funding to Conservation Districts. Diversified funding leads to operational security; if a funding source is lost, the Conservation District remains stable.	Conservation District stability from leveraged funds results in retention of quality staff and more positive impacts to local conservation and natural resource issues in Michigan.	Target: Conservation District impacts Assessment tool: Operations Review – MDARD Capacity Improvement Goals form Data collected: <ul style="list-style-type: none"> Grants/funding sources Income from grant/funding sources
CPU staff assist with grant proposals and funding opportunities to help diversify funding sources.	Conservation Districts have increased contributions received from partners.			

All Conservation Districts are recognized as a trusted resource for local conservation solutions supported by stable funding and a network of collaborative conservation partners.

Current & Needed Resources

Planned Work			Intended Results	
4. Build strong boards by developing Conservation District directors through the creation of recruitment, onboarding, and leadership programs			Trained board directors who are effective leaders and advocates of Conservation Districts.	
Current Resources			Resources Needed	
<ul style="list-style-type: none"> Five Regional Coordinators across the state Relationship w/ MACD and the State Council Director onboarding tool and SOP CD Performance Elements 			<ul style="list-style-type: none"> Additional training opportunities Director/manager training matrix and associated training materials and resources Funding to support Director training Additional Performance Elements to be developed as needed 	
Activity Objectives	Outcome Objectives	Conservation District Impacts	Stakeholder Impacts	Evaluation
What activities will be completed to address the planned work?	What will be different if we are	How will Conservation Districts	How will stakeholders' benefit?	What evaluation method will be
RCs provide onboarding with n directors – within 3 months.	<ul style="list-style-type: none"> Five Regional Coordinators across the state Relationship w/ MACD and the State Council Director onboarding tool and SOP CD Performance Elements 			will be collected?
CPU staff work with MACD to c Conservation District director's leadership development progra				ation District impacts
CPU st director coordin leads tr priority				ol: Conservation District ed by April 2021 and 2022*, 2024, and 2026. 2021
RCs co Manag with ea annuall RCs wi Govern each C				on director engagement with CPU work vation District impacts
			l: Operations Review - gement Performance	

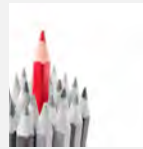
Storybank



Tools



Succession Plan



Leadership Transition Plan



Partner Reports



Operations Elements

Succession Plan

FY22 OPERATIONS SUCCESSION PLAN XYZ CONSERVATION DISTRICT

Organization

Annual timeline:

- Annual meetings/elections, board reorganization, events, advisory committee meetings, tree sale, board meetings, budgeting

Annual meeting and election:

- Date, time, and location:
- Speaker:
- Awards, silent auction, door prizes:
- Food:
- Polling officials & other volunteers:
- District manager, board director and staff roles:
- Partner roles: NRCS, MDARD and others:
- Annual report: *layout and content, printing, distribution*
- Invitee list/marketing:
- Election terms:
 - *Name, contact information, term, and position (chair, treasurer, ETC.)*
 - *Name, contact information, term, and position (chair, treasurer, ETC.)*
 - *Name, contact information, term, and position (chair, treasurer, ETC.)*
 - *Name, contact information, term, and position (chair, treasurer, ETC.)*
 - *Name, contact information, term, and position (chair, treasurer, ETC.)*

Assets:

- Land, equipment (storage location), vehicles, buildings, and associated legal documents
- Other CDs/staff and partners who can assist on projects, etc.

Current grants:

- Program name/funding source(s), grant contact/information, associated staff, and location of contract(s)

Document locator:

- Grants
- Conservation needs assessment (CNA): *survey and final product*
- Annual business plan and five-year, long-range plan
- Historical minutes
- Employee documents

Financial information:

- Bank(s): *Institutions and where you can find pertinent information*
- Signatories: *Names of people who can sign checks or obtain bank information*
- Credit Cards: *Names of credit card holders, expiration dates and bank information*
- Auditor: *Name, contact information and date of last audit*
- Investments: *Institutions and where you can find pertinent information*
- Financial records: *Taxes, EFTPS, MTO, UIA, receipts, bills*

Passwords:

- Sigma, EFTPS, MTO, UIA, QuickBooks, online banking, email account(s), social media

QuickBooks:

- Online or Desktop
- Passwords and administrator information

- Backups and renewal dates (Desktop)

Strategic Planning:

- Annual Business Plan: *Approval date and timeline for review*
- Conservation Needs Assessment: *Date range and priorities*
- Five-Year, Long-Range Plan: *Date range and priorities*

Tree Sale:

- Licenses: *Sales Tax, MDARD nursery grower/dealer license, MDARD tree sale inspection (date of last inspection)*
- Vendors:
- Order timeframe:
- CD collaboration:
- Location, date, and time of sale:
- Pricing:
- Catalog development: *Timeframe, printers, distribution, postage*
- Online store: *credit card service*
- Inventory management: *QuickBooks, Excel, Square, Google Sheets*
- Volunteers

Employees

- Start date, annual evaluation month, and training schedule/IDP/EDP
- Grant specific documents, reporting and deliverables
- Hiring process
- Primary duties and responsibilities
- Program partners
- Program specific passwords and accounts

Board

- Board positions: *Chair and Treasurer*
- Policies: *Date passed and/or reviewed, storage location*
- Committees: *Type and members*
- Municipality and partnership liaisons: *Board member assignments*
- Per diem: *Do they get a per diem? amount and when*
- Board meeting information: *Packet timing, date, time, and location of meetings*

Leadership Transition Plan

EMERGENCY LEADERSHIP TRANSITION PLAN BLANK CONSERVATION DISTRICT

Employment termination:

- Board accepts letter of resignation
- Develop a letter response to give direction on when and where to drop off equipment
- Consider content of future interactions with the former employee

Hiring a new DM:

- Review position description/posting and modify
- Develop a timeline and vote on hiring process

Emergency Leadership Transition Committee:

- Appoint a committee to handle the transition with authority to possibly handle:
 - Finding some who can temporarily run QuickBooks
 - Vote on an amount of compensation
 - Work through the hiring process
 - Vote on an amount of compensation

Grants: (Inform grant staff of a change in leadership)

- HAP – Mike Parker
 - QTR 3 Payment request due July 7
 - Contact Mike Parker
- FAP – Christy Roman, Ben Schram, John Switzer and QFP Staff
 - QTR 3 Payment request due July 7
 - FAP report, P&L, and invoice
 - Completed CNA, QTR 3 Accomplishments report and invoice
- MAEAP – Inform the technician of the change
- Other grants?

Financial information:

- Is the person a bank signatory or named on credit cards? Make a motion to remove them from all accounts.
- Quarterly taxes

Passwords:

- Track down passwords - Sigma, EFTPS, MTO, UIA, QuickBooks, online banking, email account(s), Facebook, website and other social media
- Ask MACD to change the CD/DM email so you can access the account – Taylor Pack at MACD
 - Determine which board members will have review the email regularly

Other:

- Remove the former managers name from Facebook and Website if possible

Partner Reports



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY McDOWELL
DIRECTOR

MDARD Partner Report – July 2022

Success Stories:

- Congratulations to Chippewa Luce Mackinac and Lenawee Conservation Districts for receiving an EGLE Nonpoint Source Pollution Control (section 319) grant which provide funding to implement nonpoint source activities identified in EGLE-approved watershed management plans.

Partner Updates:

- As of July 1st, the IRS standard mileage rate will be 62.5 cents per mile.
- [Spongy moth](#) (formerly gypsy moth) outbreaks are occurring in areas that have not seen them recently. View the April 14th recorded webinar (75 mins.) from [NoMI Species](#) [here](#).
- Quarter three (3) reporting for the CD Operating Grant Program, due July 7th, includes the Conservation Needs Assessment (CNA) summary. A 30-day extension to the CNA deadline may be considered on a case-by-case basis. Please send any questions about the summary or concerns about the deadline to your Regional Coordinator. Additionally, approved board minutes for March, April, and May must be submitted.
- Quarter four (4) reporting for the CD Operating Grant Program, due October 5th, includes the FY23 Annual Business Plan. Additionally, the quarterly accomplishment report provides space for district program and employee data as well as an output section for recording dates for required submissions and policy (four total) updates/creation. Please send any questions about the provided Business Plan template or reporting to your Regional Coordinator.
- MDARD has extended our agreement with [Maner Costerisan](#) to provide training and limited accounting support to Conservation Districts. We are currently developing a process to refer accounting support requests to help ensure timely responses from the accountant and equitable use of this service for those districts who need it. More information will be coming soon.
- MDARD is working on FY23 grant language in hopes to have draft grants and budgets out to grantees by August. No major changes to grant language is expected. All grant budgets will be dependent on the MDARD FY23 budget, as appropriated by legislature.
- MDARD CPU staff will be conducting quarter three and four (3+4) grant program reviews with district technicians and will be reaching out to schedule these soon.
- To obtain access to MACD's email list, updates, and member benefits, new staff and directors will need to set up individual profiles on the MACD [website](#). Managers can update contact info for directors and staff as necessary to ensure all appropriate communications are received. See the [MemberClicks](#) document for step-by-step directions.
- Staff and director updates to the Michigan Conservation District [Directory](#) can be sent to Staci Kienitz at KienitzS1@michigan.gov. Staci also sends out periodic update reminders.

- Save the Date: FAP Camp 2022 will be held August 16-18th in Manistee County. All FAP foresters are required to attend and should discuss any conflicts with their Regional Coordinator. District managers are not required to attend this training. More details to come.

- Save the Date: A district manager training, hosted by CDEM, will be held, on August 23rd from 10-3 EST in Gaylord. More details to come.

Educational Opportunities:

- Invasive species pose a threat to Michigan's environment, economy, and sometimes even human health. The [NoMI Species](#) webinar series will explore how agencies, universities and locally led organizations are working together to protect Michigan's natural resources through the Michigan Invasive Species Program. Recorded versions of all previous webinars are available:

July 27, 2022, 9:00 - 10:00 EST

[Not in my backyard! Managing invasives with help from CISMAs](#)

Fun Facts for Conservation Districts:

- An Annual Business Plan shall be developed to meet the goals of a five-year, long-range plan; the five-year plan will be a deliverable in the FY23 Operating Grant Program. The Annual Business Plan should list the goals, activities, funding sources, partners, and timeline that will be used to achieve those goals, for the upcoming year. It should be approved at the start of each fiscal year and referred to, as necessary, throughout the year, including when setting board meeting agendas. The Annual Business Plan is a one-year effort to fulfill tasks and objectives of the five-year, long-range plan, which summarizes the Conservation Needs Assessment (CNA).

The NRCS DC may assist in developing the CNA, five-year long-range plan, and Annual Business Plan by providing technical advice and counsel to the district board in the following ways:

- Assisting with program development by providing resource inventory data and recommending ways to address resource concerns
- Keeping board informed of current NRCS programs and cost share opportunities for landowners
- Providing training to district staff and directors, as needed

Funding Opportunities:

- The National Fish & Wildlife Foundation (NFWF) has launched the [America the Beautiful Challenge](#) RFP to connect and restore the lands, waters, and wildlife of the US. Project funding is \$85 million. Match is variable. Applications are due **July 21st**.

Operations Elements



Michigan Conservation District Board Governance Element Fiscal Year 2023

Please complete the table below, with your district practices. Selecting A or not applicable or baseline is not met. Regional Coordinator will discuss the available in the [CD Operations Manual](#) meant to be concrete or exclusive. E

Board Recruitment, Vacancy Filling

Board Capacity	O. Baseline Expectations
Succession and Recruitment	Board maintains an up-to-date list of board members with contact information, date elected/appointed, and end of term.
Onboarding	New directors are given a packet of introductory materials that include MACD Director's Handbook, CD Operations Manual, and CD Bylaws.
Development	Directors have participated in online training and by MACD.
Board Performance	Board completes a self-assessment every two years using the Board Governance Element.
Board Organization	Board designates a chair, annually.

Human Resources

Category	O. Baseline Expectations
District Manager	District employs a manager whose position description provides clear expectations of job duties.
Personnel Management	Board reviews/updates a personnel policy annually.

Legal Requirements
Policy Standards
Board Governance
Business Management
Advocacy
Budgeting & Accounting
Annual Meeting & Elections
Planning & Conservation Delivery

Financial Responsibilities				
Category	O. Baseline Expectations	A. Effective Practices	K. Attributes for High Performance	Response
Financial	District onboarding includes a financial packet (includes the current	Directors evaluate financial statements (prior to board meeting)	District employs a bookkeeper or financial manager to provide an additional level of segregation of duties.	

Board reviews grant outcomes and identifies funding.	
A diversified income stream is present. Directors ensure funding continuity and develop new revenue sources.	

K. Attributes for High Performance

Category	Response
Directors rarely miss board meetings but connect with the chair/manager when they do. Minutes from missed meetings are reviewed.	
Board meetings are future-oriented, with regular review and evaluation of business plan strategies/actions.	
Committees bring recommendations to the full board for review and approval.	
Directors and staff willingly and openly discuss themselves from any decisions/activities that conflict(s) with their personal lives/endeavors.	

goals you may want to achieve and your Regional Coordinator is to help the district achieve the goals.

Date:

Regional Coordinator assistance requested?

Questions?



Rachael Guth – guthr@michigan.gov
<https://www.michigan.gov/mdard>



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