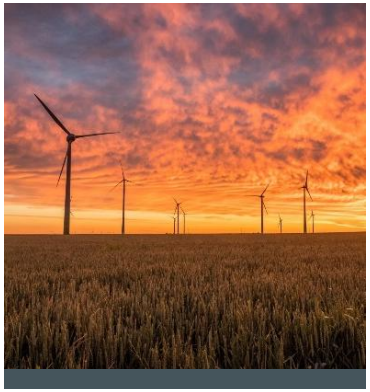
Michigan Department of Agriculture & Rural Development

Michigan's Conservation Programs Unit's Re-alignment:

Empowering Michigan's CDs by adjusting our Mission and Vision, Priorities, and Purpose



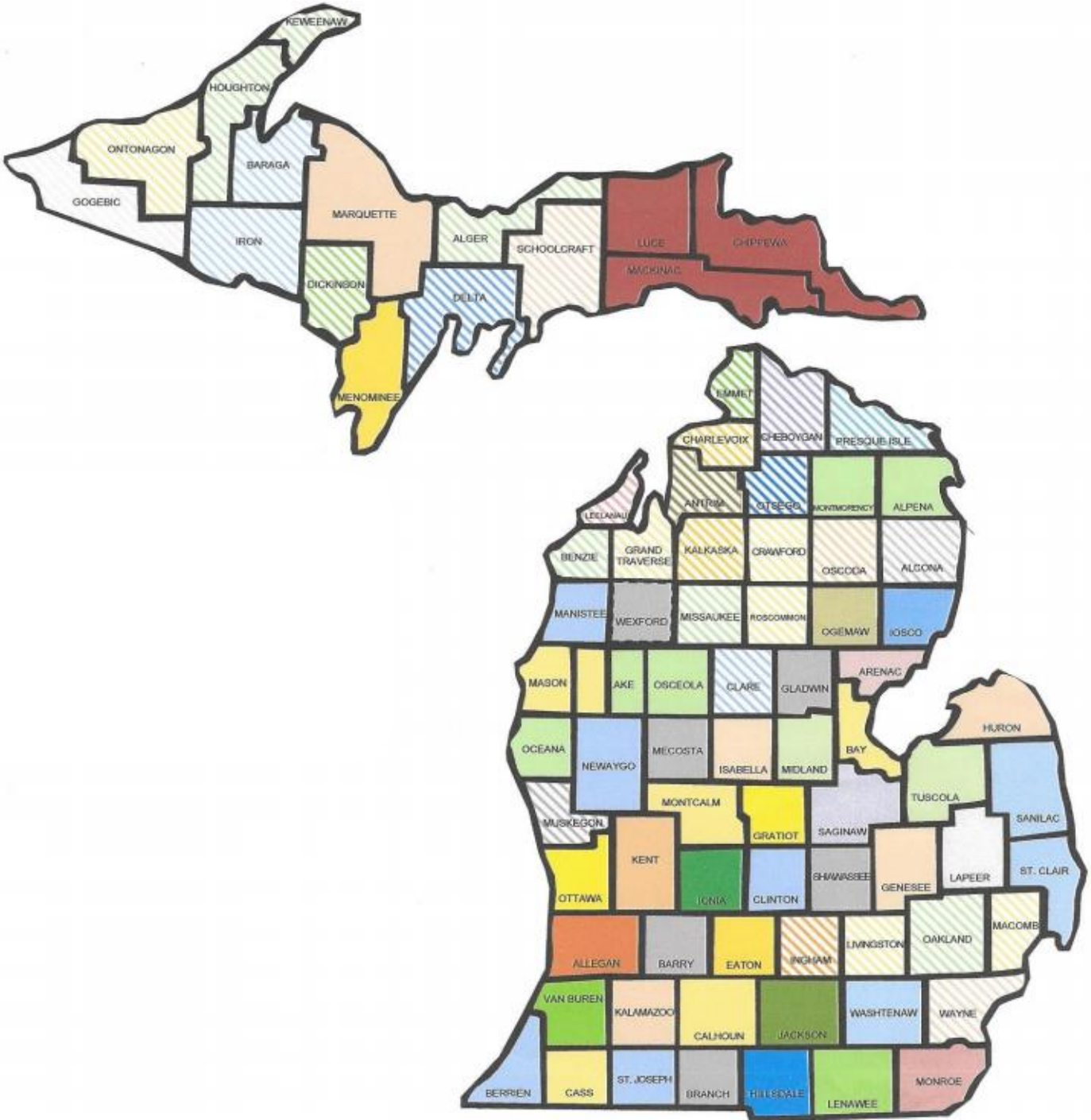




Rachael Guth

Regional Coordinator – Upper Peninsula of Michigan

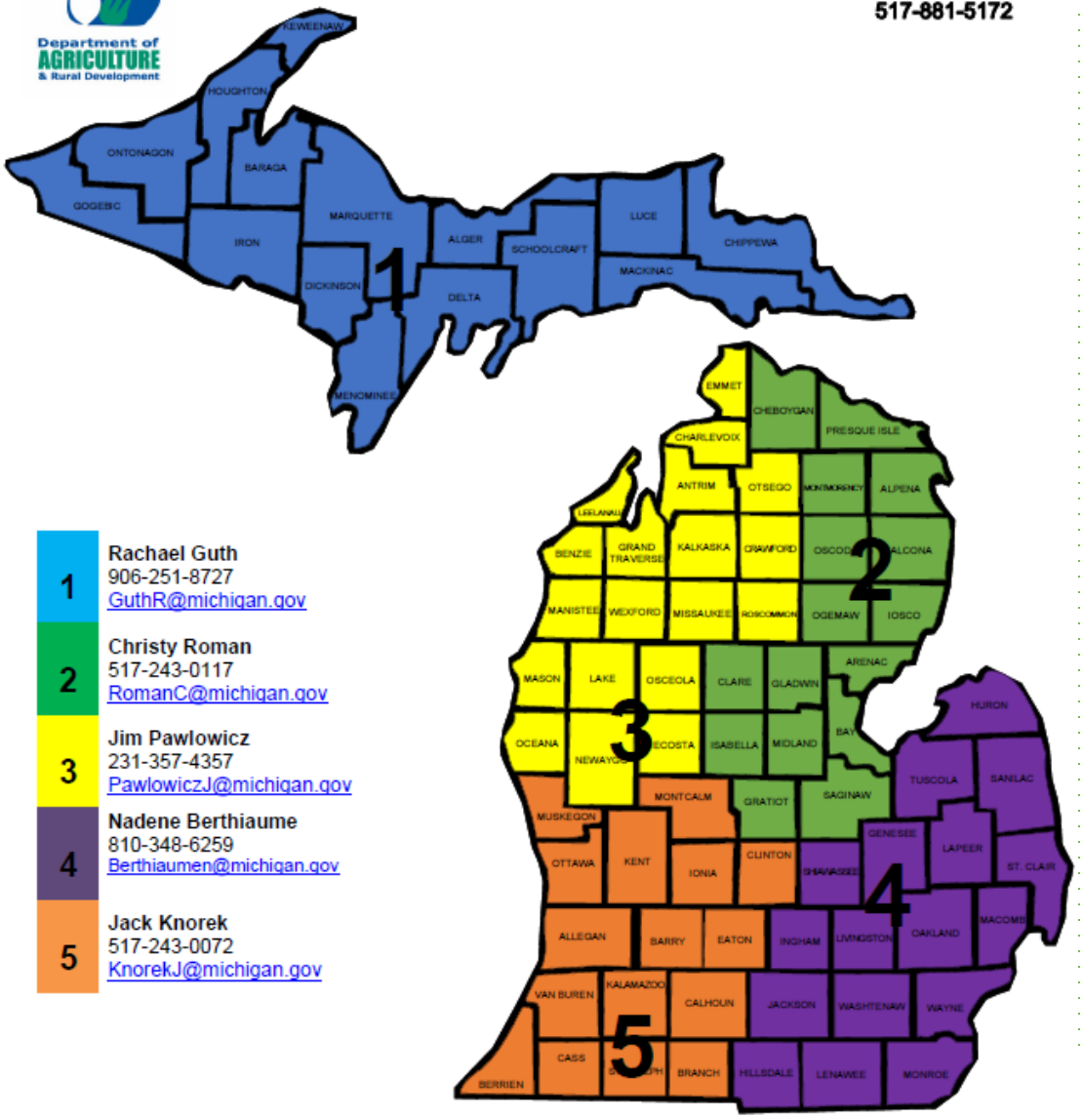
Conservation Programs Unit (CPU)

Environmental Stewardship Division


KEWEENAW
HOUGHTON
ONTONAGON
BARAGA
GOGEBIC
MARQUETTE
IRON
ALGER
SCHOOLCRAFT
LUCE
CHIPPEWA
MACKINAC
DICKINSON
DELTA
MENOMINEE
EMMET
CHARLEVOIX
CHEBOYGAN
PRESQUE ISLE
ANTRIM
OTSEGO
MONTMORENCY
ALPENA
LEELANAU
BENZIE
GRAND TRAVERSE
KALKASKA
CRAWFORD
OSCODA
ALCONA
MANISTEE
WEXFORD
MISSAUKEE
ROSCOMMON
OGEMAW
IOSCO
MASON
LAKE
OSCEOLA
CLARE
GLADWIN
ARENAC
HURON
OCEANA
NEWAYGO
MECOSTA
ISABELLA
MIDLAND
BAY
TUSCOLA
SANILAC
MONTCALM
MUSKEGON
GRATIOT
SAGINAW
KENT
OTTAWA
IONIA
CLINTON
SHIAWASSEE
GENESEE
LAPEER
ST. CLAIR
ALLEGAN
BARRY
EATON
INGHAM
LIVINGSTON
OAKLAND
MACOMB
VAN BUREN
KALAMAZOO
CALHOUN
JACKSON
WASHTENAW
WAYNE
BERRIEN
CASS
ST. JOSEPH
BRANCH
HILLSDALE
LENAWEE
MONROE

MDARD – Environmental Stewardship Division
Michigan Conservation Districts
Regional Coordinators
FY 2022

JOHN SWITZER, MANAGER
517-881-5172



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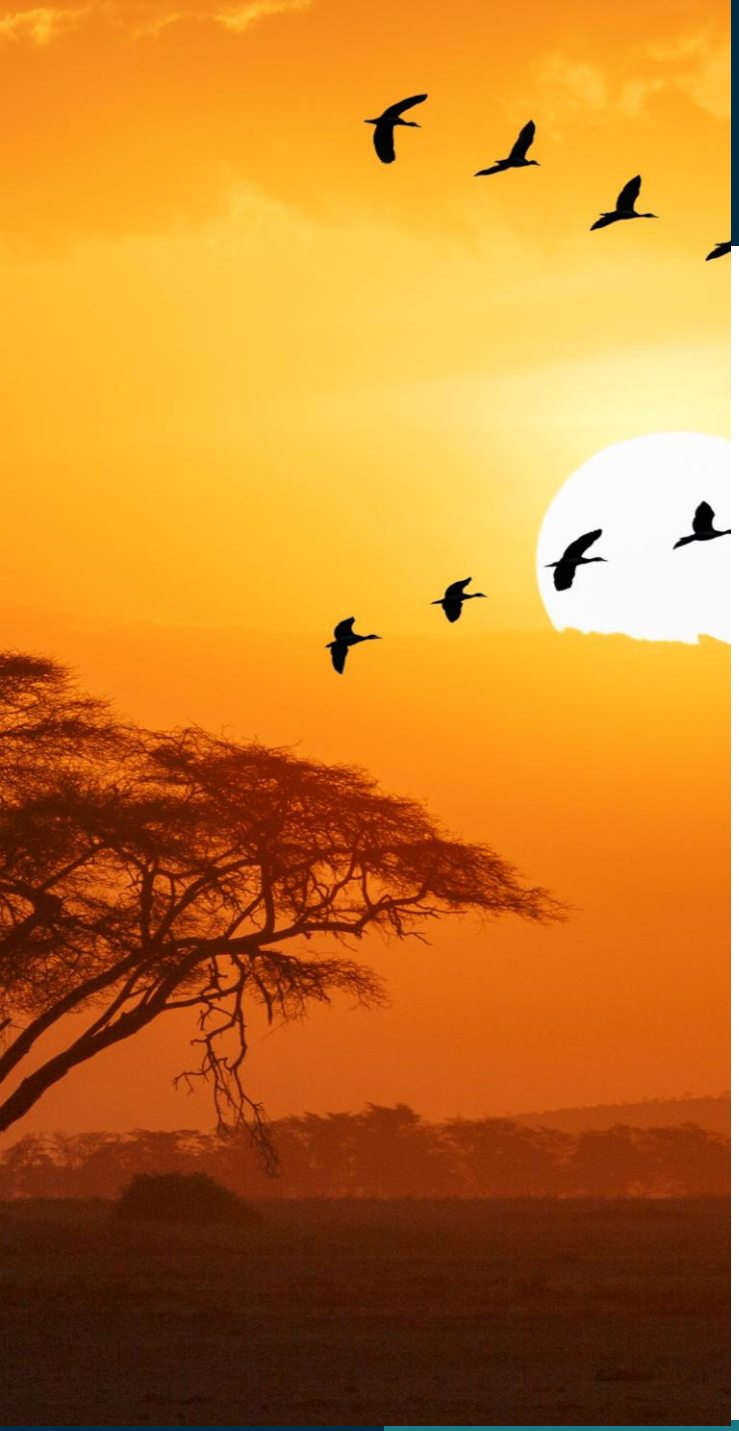


CPU M/V/V

- 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.

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**
▪ 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	▪ 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
What activities will be completed to address the planned work?	***What will be different if we are successful?***	***How will Conservation Districts benefit?***	***How will stakeholders' benefit?***	***What evaluation method will be used, and data will be collected?***
CPU staff collaborate with core partners to develop a template for Conservation District annual reporting and a method to quantif… With ESD communicatio… representative, CPU sta… storytelling bank to prom… successes of Conservat… stakeholders.	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 … 6 (virtual or in person) … 021 …acts of Conservation …oductivity and …ons
CPU manager will work … Michigan Conservation … deliver the programs tha… healthy soil and land, cl… abundant water, and su… and agriculture for future… CPU staff identify tools for promoting the Michigan Conservation Partnership, including the Collective Impact Model, Appreciative Inquiry, and Strategic Plans.			issues.	…hip impacts : Partner focus group … 6 (virtual or in person) … 021 • 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. CPU staff assist with grant proposals and funding opportunities to help diversify funding sources.	Conservation Districts have more diverse funding sources. Conservation Districts increase local appropriations and the number of grants awarded. Conservation Districts have increased contributions received from partners.	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: • Grants/funding sources • Income from grant/funding sources

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

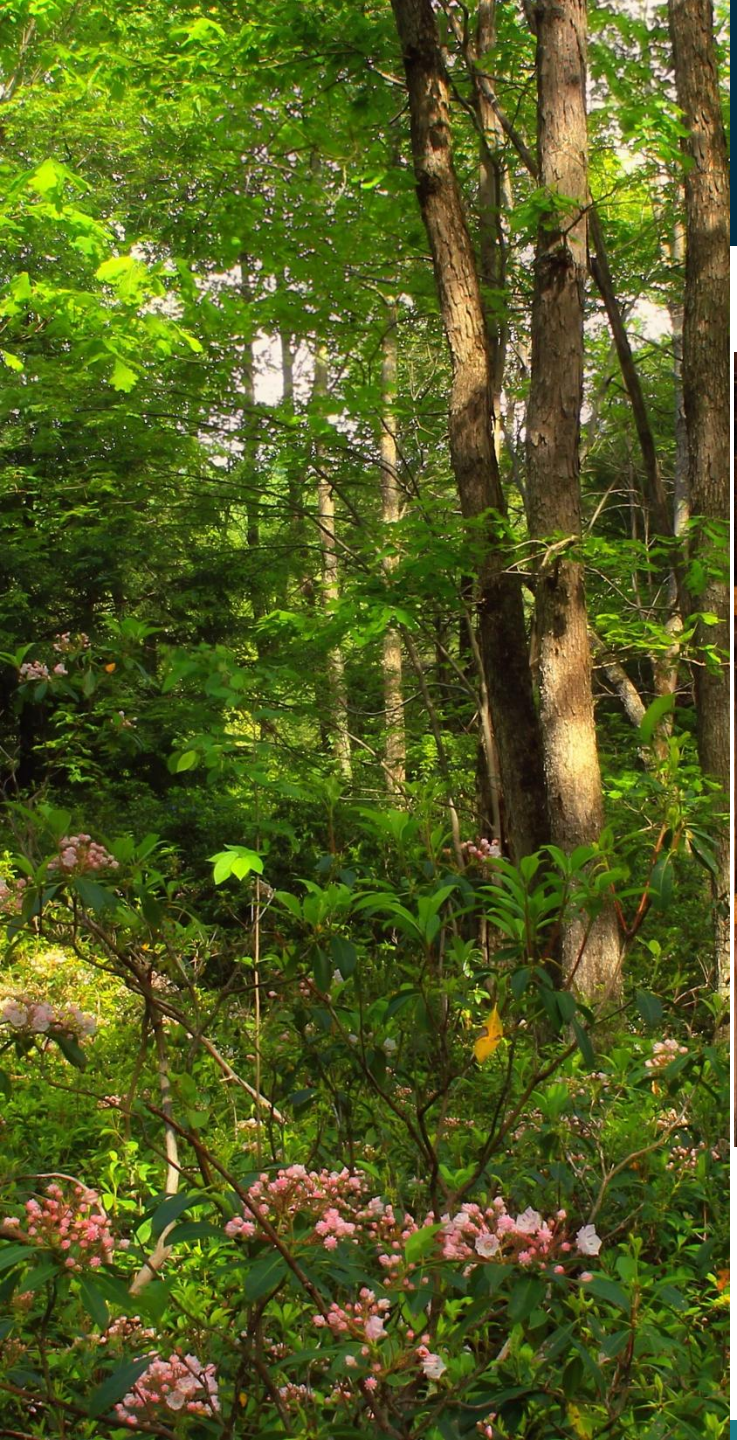
Planned Work	Intended Results
4. Build strong boards by developing Conservation District directors through the creation of recruitment, onboarding, and leadership programs	Trained board directors who are effective leaders and advocates of Conservation Districts.

Current Resources	Resources Needed
▪ Five Regional Coordinators across the state ▪ Relationship w/ MACD and the State Council ▪ Director onboarding tool and SOP ▪ CD Performance Elements	▪ 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* … *will be collected?*
RCs provide onboarding with n… directors – within 3 months.				…vation District impacts …l: Conservation District …ed by April 2021 and …2022*, 2024, and 2026. …2021
CPU staff work with MACD to c… Conservation District director's leadership development progra…				…n director engagement …with CPU work …vation District impacts …l: Operations Review - …gement Performance
CPU st… director… coordin… leads to… priority…				
RCs co… Manage… with ea… annuall…				
RCs wi… Govern… each C…				

- Five Regional Coordinators across the state
- Relationship w/ MACD and the State Council
- Director onboarding tool and SOP
- CD Performance Elements

- 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



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 nursey 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&I, 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 NotMISpecies 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 NotMISpecies 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 the full CD Board, identifying the category (O, A, K) you feel matches your district practices. Selecting A or K indicates that the baseline is not met. Regional Coordinator will discuss the results with you. Additional information is available in the CD Operations Manual. Please note that the baseline expectations are meant to be concrete or exclusive. Each district is unique.

Board Recruitment, Vacancy Filling				
Board Capacity	O. Baseline Expect			
Succession and Recruitment	Board maintains an up-to-date list of board members with contact information and date elected/appointed/end of term.			
Onboarding	New directors are given a packet of introductory materials that include the MACD Director's Handbook, CD Operations Manual, and CD Law Manual.			
Development	Directors have participated in online training provided by MACD.			
Board Performance	Board completes a self-assessment every two years using the Board Governance Element.			
Board Organization	Board designates a board chair, annually.			
Human Resources				
Category	O. Baseline Expect			
District Manager	District employs a manager whose position description provides clear expectations of job duties.			
Personnel Management	Board reviews/updates a personnel policy annually.	personnel committee to assist with employment procedure guidance.	director to serve as the employee liaison; liaison informs board of needs/situations.	

Financial Responsibilities				
Category	O. Baseline Expectations	A. Effective Practices	K. Attributes for High Performance	Response
Financial	Director onboarding includes a financial packet containing the current	Directors evaluate financial statements (prior to board meetings)	District employs a bookkeeper or financial manager to provide an additional level of segregation of duties.	
			oard reviews grant utcomes and identify uture funding.	
			diversified income tream is present. irectors ensure funding ontinuity and develop ew revenue sources.	

K. Attributes for High Performance	Response	
irectors rarely miss oard meetings but onnect with the hair/manager when they o. Minutes from missed eetings are reviewed.		
oard meetings are uture-oriented, with egular review and valuation of business lan strategies/actions.		
ommittees bring ecommendations to the ll board for review and pproval.		
irectors and staff illingly and openly ecuse themselves from ny decisions/activities hat conflict(s) with their ersonal lives/endeavors.		

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

Date:

Regional Coordinator assistance requested?

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

Questions?



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Michigan Department of Agriculture & Rural Development

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