

## DRAFT

# Vermont Agriculture and Environmental Laboratory: DRAFT Proposal for Governance Model (2-26-15)

### Governance Board:

#### Composition:

##### Voting Members:

- Secretaries or their designees: Ag and ANR (2 Voting Members)
- Directors/Section Chiefs
  - Ag: Director, Ag Resources Management; Food Safety/Consumer Protection; Section Chief, Pesticide, Feed, Fertilize; Dairy (4 Voting Members)
  - ANR: Director, Watershed Management; Air Quality and Climate; Waste Management, and a representative of either Forests, Parks and Recreation or Fish and Wildlife (4 Voting Members)

##### Non-Voting Members/Advisory:

VTC President

Finance Directors, Ag and ANR

IT Director, Ag

#### Roles/Responsibilities:

- Strategic Planning and Goal Development: 5 yr; 10 yr.
- Fiscal Mgmt: Ensure Business Model includes Revenue opportunities and Cost analysis
  - RBA Performance Measurements
- Lab Facility Oversight
  - Technology: Development of an integrated LIMS (Lab Information Mgmt System)
  - Quality Control/Assurance
  - Hazardous Waste Management
  - State of Vermont/VTC relationship
- Lab Programs: Advisory

Frequency of Meetings: Monthly \*This may change to bi-monthly dependent on need. Commence Summer 2015

**Executive Committee** will consist of Secretaries or Designees and Ag Resources Mgmt (ARM) Director (Lab Director reports to ARM Director). \*Sets monthly agenda with Lab Director; provides decision-making if Governance Board is unable. Provides guidance to ARM director for personnel/other matters.

Frequency: Monthly

### **Lab Management Team:**

Composition:

- State of VT: Governance Board plus Lab Users from various Ag/ANR programs
  - Ag: Weights and Measures
  - Plant Industry
  - Jim: Other?
  - ANR: Additional rep from F&W or FPR, additional rep from WS management to represent lab users, and WS representative who can speak to work of La Rosa partners; in the alternative the Board could have two DEC members and two ANR members, then this group could have the WMD member as well as others]
- VTC\*:
  - Director, Institute of Applied Agriculture and Food Systems
  - VTC College Liaison for the VT Agriculture and Environmental Laboratory

Roles/Responsibilities: Provide program updates, needs as related to Lab Infrastructure; propose new efficiencies (ie. Sample transport), ideas for program expansion as well as Revenue stream opportunities. Continuous examination of partnership opportunities with VTC.

Frequency of Meetings: Bi-weekly during construction phase; bi-monthly post construction.

\*VTC to join monthly with a focus on Partnership Opportunities

### **Stakeholder Advisory Committee:**

External organizations convene to share perspective about program effectiveness, accessibility, potential testing or workforce training opportunities.

Composition: Organizations to be identified. May include: Farm organizations ie. NOFA, Farm Bureau, Rural Vermont; UVM Extension; Watershed organizations ie. Friends of Northern Lake Champlain; Farmers Watershed Alliance; Environmental Organizations ie. VNRC, Lake Champlain Citizens Advisory Committee, etc.

Frequency: Bi-annually

## **Principles for MOU between AG and ANR**

\*Developed by Ag and ANR, with support from Leg Council

- Statement of Purpose and Mission of Lab – all decisions in furtherance of agreed upon mission
- Decision making by consensus recommendation of governance board regarding annual budget, program expansion or contraction (including position totals), new programs / certifications, and long term mission / steering
  - Definition of consensus – will of group after discussion; up to three members may object or note disagreement, but if any exercise veto, decision elevated to agency management on both sides to resolve
  - define what decisions the lab manager makes and reports, what he seeks input from ARM director
- Quarterly report of director to governance board to include periodic management updates (finance, personnel, program development), including steps to implementation of goals and strategic plan
- Define MOU amendment process

## **Principles for MOU between State of VT and VTC**

\*developed by Ag, ANR and VTC

- Statement of Purpose: Partnership Opportunities
- Mission of Lab; Mission of VTC
- Framework of Partnership opportunities:
  - Benefits to VTC – student internships, work study, degree program participation, etc.
  - Benefits to State of Vermont – operational efficiencies ie. Sample transport, temp employees, access to training and conference facilities, etc.
- Meeting frequency; participation in Lab Governance Model

## **Lease Agreement between SoV and VTC**

\*To be developed by BGS