

**VERMONT AGRICULTURE AND ENVIRONMENTAL LABORATORY
FIRST ADDENDUM TO GOVERNANCE MOU**

Dated as of October 16, 2015

1. Lab Governance Board.

- a. *Voting Members.* The initial voting members of the Vermont Agriculture and Environmental Laboratory (“VAEL”) Governance Board (the “VAEL Board”) shall be as follows. Such members shall serve on the VAEL Board for an initial term of one year, which term will automatically renew unless notice is provided by the Secretary or Deputy Secretary of that member’s respective agency to the VAEL Board at least ten (10) days before the VAEL Board’s next scheduled meeting of that member’s intent to step down and naming that member’s successor. At least one month prior to a planned change in gubernatorial administration, each agency shall present a transition plan for representation on the VAEL Board to the VAEL Board for discussion at the Board’s next meeting.

From the Agency of Agriculture Food and Markets (“AAFM”):

- i. Jolinda LaClair, Deputy Secretary
- ii. Jim Leland, Director, Agriculture Resources Management Division
- iii. Kristen Haas, State Veterinarian and Director of Food Safety Consumer Protection
- iv. Cary Giguere, Section Chief, Agrichemical
- v. AAFM Dairy Section Chief

From the Agency of Natural Resources (“ANR”):

- i. Trey Martin, Deputy Secretary
- ii. George Desch, Deputy Commissioner, Department of Environmental Conservation (“DEC”)
- iii. Mary Borg, Deputy Division Director, DEC Watershed Management Division
- iv. Michael Snyder, Commissioner, Department of Forest, Parks and Recreation (“FPR”)
- v. Adam Miller, Fish Culture Operations Manager, Department of Fish and Wildlife (“FWD”)

Ex officio members:

- i. Guy Roberts, VAEL Director
- ii. Marcey Hodgdon, Finance Director, AAFM

- iii. Hunter Thompson, IT Director, AAFM
- iv. Vermont Technical College President Smith or designee

- b. *Executive Committee.* The initial members of the VAEL Board executive committee shall be as follows. Such members shall serve on the VAEL Board executive committee for an initial term of one year, which term will automatically renew unless notice is provided by the Secretary or Deputy Secretary of that member's respective agency to the VAEL Board executive committee at least ten (10) days before the VAEL Board executive committee's next scheduled meeting of that member's intent to step down and naming that member's successor.

From AAFM: Jolinda LaClair, Jim Leland and Guy Roberts

From ANR: Trey Martin and George Desch

- c. *Regular Meetings; Notice.* Regular meetings of the members shall be held at least quarterly, at a time and place designated by the executive committee. Electronic notice of meetings shall be given to each voting member at least two weeks prior to the meeting.
 - d. *Quorum.* A majority of the voting members of the VAEL Board shall constitute a quorum, including at least three members from each agency.
 - e. *Voting.* All issues to be voted on by the VAEL Board shall be decided by a two thirds majority of those present at the meeting in which the vote takes place.
 - f. *Chair and secretary.* The VAEL Board shall select a chair and secretary from its members, who shall serve in such capacity until a new chair or secretary are selected by the members of the VAEL Board.
 - g. *Agendas.* The VAEL Board executive committee shall be responsible to prepare agendas for meetings of the VAEL Board, Lab Management Team and Stakeholder Advisory Board. Those agendas shall be prepared in coordination with the Lab Director.
2. Lab Management Team. The initial members of the Lab Management Team shall be as follows. Each member of the Lab Management Team for an initial term of one year, which term will automatically renew unless notice is provided by the Secretary or Deputy Secretary of that member's respective agency to the VAEL Board at least ten (10) days before the Lab Management Team's next scheduled meeting of that member's intent to step down and naming that member's successor. Members of the Governance Board shall also be invited to Lab Management Team meetings, attendance optional.
- a. From AAFM:
 - i. Dan Needham, VAEL Chemistry Supervisor
 - ii. John Jaworski, VAEL Biology Supervisor

- iii. Tim Schmalz, Section Chief, Plant Industry
- iv. Marc Paquette, Weights and Measures Specialist
- v. Shelley Mehlenbacher, Assistant State Veterinarian, Animal Health Section
- vi. Henry Marckres, Consumer Protection Chief

From ANR:

- i. Neil Kamman, DEC Watershed Management Division,
 - ii. John Schmeltzer, DEC Waste Management and Prevention Division,
 - iii. Heidi Hales or designee, DEC Air Quality and Climate Division,
 - iv. Trish Hanson, FPR Forestry Division
- b. *Chair*. Meetings of the Lab Management shall be chaired by VAEL Director Guy Roberts.