

DRAFT

Vermont Agriculture and Environmental Laboratory: DRAFT Proposal for Governance Model (2-25-15)

I. 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:

Finance Directors, Ag and ANR

IT Director, Ag

Roles/Responsibilities:

- Strategic Planning and Goal Development: 5 yr; 10 yr.
- Fiscal Management: Ensure Business Model includes Revenue opportunities and Cost analysis
 - RBA Performance Measurements
- Lab Facility Oversight
 - Technology: Development of an integrated LIMS (Lab Information Management 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.

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

II. Lab Management Team

Composition:

- State of VT: Governance Board plus Lab Users from various Ag/ANR programs
 - Ag: Weights and Measures; Plant Industry; Animal Health; other?
 - ANR: Additional rep from F&W or FPR; additional rep from WS management and/or a rep to represent lab users and La Rosa partners
- VTC:
 - President
 - 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.

III. 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

- Statement of purpose and mission of lab and statement that all decisions will be made in furtherance of agreed upon mission
- Process for appointment of Board Members, Lab Management Team and Advisory Committee
- How many meetings per year, protocol for special meetings, minutes
- Decision making model (e.g. 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
- In addition to decisions made by board, define what decisions the lab manager makes and reports and where he seeks input from ARM director
- Define management team role and external advisory group role
- Provide for 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
- Amendment in writing by both agencies