

**Monroe County Conservation District
Associate Director Committee Work Session
Friday, July 14, 2017**

Associate Committee Members Present: Patrick Ross, Committee Chairperson and Adam Schellhammer

Board Members Present: David Moyer

Associate Directors Present: Chuck Gould, Robert Armstrong

Cooperating Agencies Present: Shane Kleiner, PA DEP

District Staff Present: Barbara Bistras

Public Present: Craig Todd

Meeting was started by Pat Ross at 9:02am

Pat Ross thought it would be good to get together and get peoples' ideas on what they think about the Associate Directors and what direction we want to go, how many we should have, etc..

MCCD currently has 7 Associate Directors, Bob Armstrong brought up the fact that at one of the meetings there was someone who he didn't know who was an Associate Board member. Discussion was held that John Leiser has been on for several years but hasn't been for the last couple of years, he is a teacher at Northampton Community College. In the beginning he was a regular attendee and he came, he is on the mailing list and gets everything all members get.

It was discussed that Associate Directors were voted on every year during re-organization. Pat asked if there should be a limit on the number of people who serve as Associate Directors. Discussion was held on the fact that we currently have 7 and what that new number should be. Chuck said the number isn't as important as the discipline that the individual brings to the board, meaning, if you have 15 people with distinctive different backgrounds to him that is a very viable thing to have on the board since they come from all different job backgrounds, if you have seven you have to weigh it as such as they are not 7 people with the same background. **Update our policy to indicate up to 7 associates.**

Discussion was held on Associate Director & Director attendance at board meetings. Adam handed out copies of two other conservation district policies where one required attendance at 2 board meetings a year and the other was a majority, meaning 7, and discussed various other requirements. Committee attendance was not mentioned in these examples. The committee discussed a minimum attendance for associates of 7 or 8 board meetings per year. The Directors policy is that if they miss 3 consecutive meetings, at the discretion of the commissioners they could be removed as a Director. Chuck commented from a municipal perspective, he would have a hard time telling the planning commission they have to make at least 7 out of 12 meetings a year but yet as an elected Supervisor you aren't held to the same standard, you lead by example. Craig added that to his knowledge the commissioners have never removed Director for missing three meetings in a row, they started not re-appointing existing board members about 12 years ago. **Guidance to be given to Associates that if you missed three board meetings (unexcused) in a row you could be in jeopardy of being removed.**

Shane added that Associate Directors can be appointed to a position in good standing. A lot of districts have a set number of participations, not just board meetings, other activities so you may look at involvement as part of that. **Add participation in activities as meeting the requirements toward attendance.**

Discussion was held that anyone who worked for M CCD, when they retire, no matter what the position is, they should not be able to sit on the board for a certain number of years after they retire. The minimum discussed was 3-5 years. CT added that a past manager has a lot to offer, he understands the 3-5 year in private sector but a former manager has institutional knowledge. Bob can see the point of having a new person come in and they have new ideas and new way of thinking and the person in charge needs to have a chance to fall or standup. Chuck brought up the fact that it's not common for a Board of Directors to have a lifetime appointment, you are talking about generating new ideas , the lifetime appointment goes against what you are saying about ex-employees not being Directors/Associates .

Shane added the law does not have a limit to Associates, in his area, his district have between 3 and 8. They are to give you the best overview of what the needs of the county are. Focus on what they bring to the table for representing the community you serve. **Pat added that it should be a cross section of the community not to exceed 7.**

Pat asked about the selection process for Associate Directors, Adam mentioned we have our application and can go about that the same way for the first of every year review new applicants. Since we already have 7, we can make adjustments at the beginning of the year. **M CCD should send out a letter in early September when the board nominating organization mailing goes out from the Chief Clerk, asking to have Associate Directors respond with a notice of intent to stay on the board.**

Discussion was held on Associate Directors being voting delegates for PACD. Shane explained that they can be appointed by the board to do so, they would not be able to vote on the PACD executive board but they would be able to vote at executive council.

Discussion was held on Associate Directors being able to represent the District on behalf of the board, however Pat feels that Adam should be the one speaking on behalf of the district.

Pat would like to have Adam & himself get together to come up with something to send out to Board and Associate Boards to vote upon at the August meeting. Shane asked if he could get a copy of the final revision for review.

Bob brought up discussion on why this date/time was decided upon since most people could attend on another date however it was decided that since most committee members could attend this morning, that's when it was scheduled for.

Dave asked about ideas on having Board meetings & committee meetings at 7pm at night instead of pulling people away from work during the day. Discussion was held on expecting better attendance by the public and Associate Directors if the meetings were held after hours, instead of during the day when most folks are working. **Discussion to be held at the July meeting and any change would be made for next year.**

Pat closed the meeting at 9:48am.