



Supervisor Policy Handbook

Adopted on February 13, 2019 at Regular Board Meeting

The primary purpose of the supervisor handbook is to compile and clarify district policies to assist supervisors in fulfilling the role of the elected office. The handbook will be updated as appropriate and posted on the district website.

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Chapter 1 – Officer Duties:

Regular monthly meetings are a must if the district is to be successful. Supervisors, as representatives of the people, are obligated to conduct the business of the district in an orderly and business-like manner. Successful board meeting depends upon the direction given by the chair and upon the willingness of board members to carry out their assignments as appointed. Each appointment is for a one year term, following the calendar year.

Offices of a board are:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Public Relations & Information (PR&I) – role filled by District Administrator and Chair

Chair

The chair is the steering mechanism of the district. It is up to the chair to do that little extra to motivate board members and other public-minded individuals to do what they can to assist in serving the present and future citizens of the district. After receiving a few years of board experience, a supervisor should welcome the opportunity to be chair of the board. It provides an opportunity to become more closely involved and gain a broader perspective of the total program and its purpose.

Responsibilities:

- Meet with District Administrator monthly to review the agenda and discuss district policies and priorities.
- Review agenda items with district office staff at least one week prior to meeting. This can be done via email or phone conversation.
- Refer to the district annual work plan/long-range goals when preparing the agenda.
- Preside at all meetings.
- Call special meetings when necessary.
- Encourage Board members to take an active role in advancing district work plan strategies
- Insist on regular attendance of supervisors and establish methods for accountability to agreements in their role based upon civic standards.
- Call meeting to order promptly and at the specified time. Follow proper rules of order for a business meeting. A well planned meeting should take no longer than 2 hours.
- Recognize visitors and other individuals present at the board meeting.
- Assume the role of facilitator and encourage participation in discussion of existing issues. Ensure equal time is allocated for all board members to be heard.
- Ensure meeting and discussions adhere to the approved agenda.
- Require committee reports at board meetings.
- Encourage board members to question staff or individual presenters regarding clarification of a specific point, thus allowing them to draw conclusions to adequately make informed decisions.
- Conduct meeting evaluation to ensure meeting purpose has been met, governing decisions are clarified and next steps identified.
- Adjourn meeting promptly after all business has been complete.

Vice-Chair

The vice-chair position becomes most important in the absence of the chair. The vice-chair should note activities of the chair and how they are carried out, in case it is every necessary for the vice-chair to chair a meeting.

Responsibilities:

- Assume the duties of the chair in the absence of the chair.
- Assist in organizing and implementing the district program.
- Be familiar with the total program of the district to be able to work closely with the chair and fill in when necessary.

Secretary

The primary responsibility of the district board secretary is to arrange for the recording of official proceedings of the board and to see that the entire board approves the minutes as the legal record of the district.

Responsibilities:

- Observe happenings at board meetings to be prepared to proof read complete recording (minutes) of all proceedings and provide tentative approval within 6 business days.
- Ensure agreements and next steps have been recorded to provide the basis for accountability.
- Sign off on the official copy of the board minutes after approval by the board at the next meeting.

Treasurer

The district treasurer is responsible for oversight of the financial matters of the district, including the financial records.

Responsibilities:

- Oversee the completeness and accuracy of district receipts and expenditures.
- Oversee payments of bills approved by the board and issuance of receipts for incoming funds.
- Assure that all bills authorized for payment by the district board are recorded in the minutes of the meeting.
- Be prepared to answer questions from other board members regarding monthly financial statements.
- Work with the district staff to develop a fiscal year budget.
- Act as a member of the Finance Committee (see Chapter 2 of this document)

Public Relations and Information (PR&I) – role filled by District Administrator and Chair

The PR&I officer is the liaison between the district and the public. This person assures that the district's purpose, activities, and the value are understood by the public and elected officials. He/she oversees education programs that address priority natural resource issues in the district. Represents the district when communicating with the media and at public events where official representation from the district board is beneficial.

Responsibilities:

- Utilizing community events and meetings of community organization to share district information.
 - Maintains communication and establishes relationships with other organizations (townships, county, state, federal, schools)
 - Meets with Mille Lacs County or provides other district representation as needed if a natural disaster happens.
 - Acts as a member of the Public Outreach Committee (see Chapter 2 of this document)
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<ul style="list-style-type: none"> Proposed changes should be provided to the District Administrator and Personnel Committee for employee input. Review recommended changes from personnel committee <u>by June</u> so changes effecting the employee benefits or district liability can be incorporated into budgeting discussions. PEIP healthcare renewal date is January 1 annually. Notification to PEIP of any changes need to be made 30 days in advance. 	<p>January - June</p> <p>June – November</p> <p>October-November for changes to be effective the following year</p>	
<p>District Staff Capacity to Implement Long Term Goals</p> <ul style="list-style-type: none"> Be familiar with District Fund Balance (recommended 6-8 months operational expenses) Consider financial capacity needed for: <ul style="list-style-type: none"> Staffing Capacity to meet Comprehensive Plan goals Recommend step increases as appropriate Personnel Development & Training budget (review Personnel Cmte recommendations) Capital budgeting (vehicle/computer/workstation replacement) 	<p>Request Personnel Committee provide recommendations by _____ June for next year budgeting – action needed in Dec/Jan</p> <p>Available after June personnel reviews</p> <p>As appropriate</p>	TBD
	Approximate budget implication:	\$ _____

Personnel Committee (required)

The personnel committee is made up of two supervisors (with one designated alternate) that will meet approximately two times per year.

Minimum Responsibilities:

- Preform bi-annual review of District Administrator.
- Review staff performance reviews bi-annually with District Administrator.
- Present reviews of staff and District Administrator to the board (in line with privacy policies).
- Make commendations(s) to the board on compensation and benefit changes.
- Participate in the hiring of new staff and make recommendations to the board.

Typical Work Plan	Timeline	# mtgs
Review written staff activity summary of accomplishments toward work plan goals	Monthly	0
Work with Administrator to review position descriptions – recommended every 5 years	Annually or at least every 5 years	0
Provide the District Administrator a performance review before June and December board meetings. Review Administrators performance measures for staff.	June _____ and December _____	2
<p>Review employee policy handbook</p> <ul style="list-style-type: none"> Provide recommended changes for board discussion by June so changes effecting the employee benefits or district liability can be incorporated into budgeting discussions. 	January-May	TBD
Review employee health care benefits	June-November	TBD

<ul style="list-style-type: none"> • Provide recommended changes for financial committee discussion by June so changes effecting the employee benefits or district liability can be incorporated into budgeting discussions. • PEIP healthcare renewal date is January 1 annually. Notification to PEIP of any changes need to be made 30 days in advance. • Recommended changes should include employee input. 		
<p><i>Personnel Development and Training</i></p> <ul style="list-style-type: none"> • Work with District Administrator to determine training needs and set training goals and objectives 	Part of June personnel review; input to finance committee	0
<p><i>Provide input to Financial Committee</i></p> <ul style="list-style-type: none"> • Recommend step increases as appropriate • Provide recommendations regarding position creation or changes as appropriate to meet SWCD goals 	by June for next year budgeting – action needed in Dec/Jan as appropriate	TBD
<p><i>Hiring</i></p> <ul style="list-style-type: none"> • Work with District Administrator and County Human Resources Specialist to review interview and hiring policy/procedures. 	As appropriate	TBD
	Approximate budget implication:	\$___

Conservation Committee (optional)

The conservation committee is made up of two supervisors. The board will determine annually the scope of the role for this committee and approximate frequency of meeting.

Responsibilities may include:

- Review annual tree sale purpose, goals, opportunities, evaluate outcomes.
- Present next season recommendations to board.
- Input on increasing or improving conservation practices in the district.
- Input on noxious weed management planning and/or participates in IRVM Steering Committee meetings if convened.

Outreach/Education (optional)

The outreach/education committee is made up of two supervisors. The board will determine annually the scope of the role for this committee and approximate frequency of meeting.

Responsibilities may include:

- Input for quarterly county newsletters.
- Input for monthly social media posts/themes/issue areas.
- Input for website improvements.
- Planning input for education/outreach events and related activities.

Chapter 3 - Compensation Policies:

To be compensated for meetings or travel the meeting must be approved by the board and documented in the official minutes.

- Reimbursement and compensation schedule: Quarterly - submit expense reports at the last regular board meeting of the quarter. The reimbursement period ends at the regular board meeting and the next period begins the very next day. Payment for the previous quarter occurs at the following regular board meeting. (04.10.2019)
- Per diem compensation rate is \$50/day. (01.11.2017)
- Chair and Treasurer per diem compensation includes an additional \$5 for board meetings (01.11.017)
- Per diem compensation rate includes an additional \$15 if official district business requires travel of 50 miles or more each way (01.11.017)
- The district follows the Federal mileage rate (01.08.2014, reaffirmed 2016)
- Reimbursement for lodging must be authorized by the board.
- Meals are reimbursed for meetings that require travel out of the county and/or require attendance over the lunch hour and accompanied by appropriate receipts.
 - Maximum \$ 27.00 per day (01.09.2007 and reaffirmed annually through 2016)
- Monthly one on one meetings with the District Administrator are eligible for compensation. (04.10.2019)

Chapter 4 – Board Governance Policies: