


New Jersey Department of Agriculture

Memo

To: District Supervisors

From: Frank Minch 

Date: April 6, 2022

Re: Supervisor Performance Standards

The SSCC Executive Committee is in the process of evaluating the current Supervisor Performance Standards.

Please review the enclosed Standards and provide suggestions on how you believe these can be improved upon.

We request that written comments be remitted by May 31, 2022 to my attention or via email to frank.minch@ag.nj.gov.

Contact me should you have any questions.



**STATE SOIL CONSERVATION COMMITTEE
DISTRICT SUPERVISOR RENOMINATION FORM**

_____ Soil Conservation District

Name of Supervisor _____

Address _____

Municipality of Residence _____

Phone Number _____

Occupation _____

Provide the following information in accordance with the Supervisor Performance Standards Policy:

A. Renominations

- Supervisor attendance at District Meetings during the last term of appointment: (attach supporting documentation)*

Number of Regular District Meetings Held _____ Number Attended _____
Phone Participation _____ Percent Attended _____

Number of Special District Meetings Held _____ Number Attended _____
Phone Participation _____ Percent Attended _____

**attendance means in person participation. No more than 20% of meetings attended during the term may be by telephone*

- Supervisor attendance at orientation and training during the last term of appointment: (attach supporting documentation)

| <u>Meetings</u> | <u>Meeting Dates</u> | <u># Mtgs.</u> | <u># Points</u> |
|--|---|----------------|-----------------|
| SSCC/NJACD Annual Conference | Dates _____ | # 2 x 1.5 | credits = 3.00 |
| SSCC/NJACD Regular Meeting | Dates _____ | # _____ x | credit = _____ |
| NJACD Business Meeting (only) | Dates _____ | # _____ x | credit = _____ |
| SSCC Regional Supervisor Meeting | Dates _____ | # _____ x | credit = _____ |
| SCD Training (w/SSCC and/or NRCS) | Dates _____ | # _____ x | credit = _____ |
| County Ag Development Board ** | Dates _____ | # _____ x | credit = _____ |
| SSCC subcommittee meeting | Dates _____ | # _____ x | credit = _____ |
| NACD National Conference | Dates _____ | # _____ x | credits = _____ |
| NACD Northeast Conference | Dates _____ | # _____ x | credits = _____ |
| Envirothon (training session or judging) | Dates _____ | # _____ x | credit = _____ |
| Local Working Group meetings** | Dates _____ | # _____ x | credit = _____ |
| State Technical Committee meeting | Dates _____ | # _____ x | credit = _____ |
| Other pre-approved training**, *** | Dates and Type of Training (list below) | # _____ x | credit = _____ |

****maximum of 2.0 credit/term**

*****must be approved by SSSC or Executive Secretary when time constraint exists**

(continued on page 2)

3. Describe District Positions, Offices, Committees or other Special Activities to which the Supervisor has been involved or has served.

4. Other information related to the Supervisor's participation and support for the District Conservation Program.

B. Acknowledgement by the Supervisor

The undersigned nominee hereby acknowledges that he/she understands the responsibilities of the position of *Soil Conservation District Supervisor* and that if appointed as a member of the governing body will participate to the maximum extent possible in all regular and special meetings of the district governing body and in other activities and functions related to the operation of the Soil Conservation District including the joint Annual State Conservation Conference. **The nominee also agrees to participate periodically in orientation and information sessions conducted for district supervisors by the State Soil Conservation Committee and other conservation agencies at state and regional levels pursuant to the SSCC Supervisor Performance Standards.**

C. Signature

Name

Date



State of New Jersey

DEPARTMENT OF AGRICULTURE
PO Box 330
TRENTON NJ 08625-0330

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

OCEAN COUNTY SOIL

APR 18 2022

CONSERVATION DISTRICT

State Soil Conservation
Committee

March 8, 2022

Frank Minch
Executive Secretary
Tel. (609) 292-5540

Mr. William Pollock
255 Leesville Road
Jackson, NJ 08527

Members

Douglas H. Fisher
Chairman
Shawn LaTourette
Laura Lawson
Brian Schilling
John Kocubinski
Julie Hawkins
Raymond J. Cywinski
Michael Rigolizzo
Sylvia Kovacs
Joseph Lomax
Louise Davis
Dennis Dougherty

Dear Mr. Pollock:

Our records indicate that the terms of Charlene Costaris and Martha Maxwell-Doyle as District Supervisors will expire on June 30, 2022. The appointment and establishment of the term of office of each Supervisor is a statutory responsibility of the State Soil Conservation Committee. Due to the revised schedule of SSCC meetings, the Committee requests that nominations for persons to be considered for appointment be submitted by May 13, 2022 in preparation for the June 13, 2022 SSCC meeting.

The enclosed *District Supervisor Nomination Forms and Supervisor Performance Standards (2017-1.0)* established by the State Committee prescribe the procedures to be utilized.

Each Conservation District is a special purpose public governmental entity with operations carried out in close coordination with the State Soil Conservation Committee. Your District has substantial public responsibilities, including regulatory control of soil erosion, sedimentation and stormwater on development projects, approval of plans for various other land uses, participating in watershed activities and conducting watershed studies, issuance of effective recommendations for use by other regulatory agencies and providing conservation assistance to landowners and land users.

We request that you review this letter with the Board of Supervisors then take actions to carry out the required District functions.

Supervisor incumbents who wish to be considered for reappointment for another term will need to demonstrate conformance with the *Supervisor Performance Standards (2017-1.0)*. These Standards include attendance of at least 75% at regular or special meetings during the 3-year term; participation in at least *one Annual Conservation Conference* and *two NJACD Business*

Meetings; and accumulate a minimum of **6.0 units** of training during the term of appointment.

The District must convene the local nominating committee in accordance with (*Appointment Policy 2017-1.10*) when filling a vacancy or anticipated vacancy.

Please contact this office if there are questions.

Sincerely,

A handwritten signature in black ink that reads "Frank Minch". The signature is written in a cursive, slightly slanted style.

Frank Minch
Executive Secretary

Enclosures:

Nomination Forms
District Supervisor Performance Standards

C:

Douglas Fisher, Chairman
Christine Raabe, District Manager
Charlene Costaris
Martha Maxwell-Doyle
Julie Hawkins, State Conservationist, NRCS
Cristin Mustillo, DAG

**NEW JERSEY DEPARTMENT OF AGRICULTURE
STATE SOIL CONSERVATION COMMITTEE**

| | |
|--|---|
| <u>Policy:</u> Supervisor Performance Standards | <u>Effective Date:</u> June 12, 2017 |
| <u>Adopted:</u> June 12, 2017 | <u>Policy Number:</u> 2017-1.0 |
| <u>Revised or Superseded:</u> Supervisor Performance Standards of May 8, 2000, September 20, 2004, June 2008 | <u>Authorized by:</u> Douglas H. Fisher Secretary of Agriculture |

1.1 PURPOSE

Establish performance standards to clarify the roles and responsibilities of Conservation District Supervisors as public officials and governing body members appointed by the State Soil Conservation Committee. These standards clarify the SSCC expectation of Supervisors for appointment and serve as criteria for reappointment. Attaining these standards is a key to building and strengthening the capacity of District Boards. These standards establish minimum District meeting attendance and training requirements that will help broaden a Supervisor's knowledge and understanding of natural resource conservation issues, the needs and programs administered at the local, state, regional and national levels and are ultimately designed to benefit the citizens served by the local Soil Conservation District.

1.2 AUTHORITY

District supervisors are appointed by the State Soil Conservation Committee in accordance with the authorities in the Soil Conservation Act, N.J.S.A. 4:24-1 et seq. Excerpts of relevant portions of that Act follow:

N.J.S.A. 4:24-18 - The governing body of the District shall consist of five supervisors appointed by the State Soil Conservation Committee.

N.J.S.A. 4:24-19 - The term of office of each supervisor shall be at the pleasure of the State Committee.

N.J.S.A. 4:24-20 – The supervisors may employ, subject to the approval of the State Committee, technical experts, and such other officers, agents, and employees, permanent and temporary as they may require...

1.3 STATUTORY REQUIREMENTS FOR DISTRICT SUPERVISOR APPOINTMENT

- a. Be a resident of the county or counties that comprises the Soil Conservation District
- b. Accept the responsibilities, duties and powers of a District Supervisor
- c. Possess interest in and concern for the conservation of natural resources

- d. Comply with the New Jersey Uniform Code of Ethics
- e. Eligible to receive per diem for attendance at District meetings within the limits of available appropriations

1.4 ROLES AND RESPONSIBILITIES OF DISTRICT SUPERVISORS

Supervisors must be willing and able to participate in meetings of the District Board, offering insights, experience and support. Board members must be willing to serve as an officer and/or on special Conservation District committees. It is especially important to work with the Board of Supervisors as a group and not as individuals without Board support. Board members will receive mailings from the SSCC including supporting information, policies and guidance during their term of office. It is the responsibility of a Supervisor to be familiar with the information provided them. When a District Supervisor elects to retire or resign from the District they shall send a letter of resignation to the State Soil Conservation Committee with a copy to the local District Chairman.

1.5 PERFORMANCE STANDARDS

- a. Attend at least 75% of regular and special District meetings¹
- b. Attend at least one (1) Annual State Conservation Conference during a regular term of appointment. A waiver may be requested for extraordinary circumstances. (refer to section 1.7)
- c. Attend at least two (2) Annual NJACD Business Meetings during a regular three (3)-year term of appointment. A waiver may be requested for extraordinary circumstances. (refer to section 1.7)
- d. Attain at least six (6) training credits during the term of appointment. Training credits may be attained from among the following:

| | |
|--|-------------|
| SSCC/NJACD Annual Conference & Business Meeting | 1.5 credits |
| SSCC/NJACD Regular Meeting | 1.0 credit |
| NJACD Business Meeting (only) | 1.0 credit |
| SSCC Regional Supervisor Meeting | 1.0 credit |
| SCD Training (w/SSCC and/or NRCS participation) | 1.0 credit |
| County Ag Development Board/Board of Ag ² | 1.0 credit |
| SSCC subcommittee | 1.0 credit |
| NACD National Conference | 3.0 credits |
| NACD Northeast Regional Conference | 3.0 credits |
| Envirothon (training session or judging) | 1.0 credit |
| Local Working Group meetings ² | 1.0 credit |
| State Technical Committee meeting | 1.0 credit |
| Other ^{2,3} | |
| e.g. Forestry meetings(SAF, NUCFAC) | 1.0 credit |
| Conservation Education meetings | |

¹attendance means in person participation. No more than 20% of meetings attended over a 3-year term may be by telephone

²maximum of 2.0 credits/term

³must be approved by SSCC or Executive Secretary when time constraints exist

1.6 SWEARING IN CEREMONY AND ORIENTATION

All newly appointed Supervisors shall be sworn in at A) a regular meeting of the State Soil Conservation Committee (by Chairman or DAG), B) a local District meeting (by chair or vice chair), or C) Annual Conservation Conference. The Committee shall be notified, in writing, when options B or C are utilized.

Supervisors shall sign a SSCC agreement that identifies the job description and roles and responsibilities of the position. New Supervisors shall participate in new Supervisor orientation, including:

- a. District Sponsored Orientation – Includes a review of agency relationships, programs, local District issues, concerns, budget, minutes, District and State policies and key matters.
- b. State Committee Sponsored Orientation - Includes special orientation at the NJ Department of Agriculture, Annual Conservation Conference or SSCC Regional Supervisors Meetings.

1.7 REAPPOINTMENT ELIGIBILITY/WAIVERS

Supervisors who are eligible and wish to be considered for reappointment shall complete a District Supervisor Re-Nomination Form and submit same to the SSCC for consideration.

Supervisors who were unable to meet all performance criteria may receive a waiver under the following conditions.

- a. Waivers will not be considered if a supervisor has missed more than 50% of regular District meetings
- b. The Committee may consider other Conservation District activities undertaken in lieu of requirements to participate in area and state meetings
- c. The Supervisor must request a waiver of performance measures in writing with applicable rationale in advance (if possible)
- d. The Supervisor will be given the opportunity to make a statement before the full Committee
- e. The Committee will approve or deny the request
- f. Waivers are not permitted for the same performance measure for consecutive terms

1.8 SABBATICAL

Supervisors who will undertake a sabbatical, shall notify the Board of Supervisors and the Committee to request a sabbatical leave of absence as a Supervisor. If approved, the Board may identify a candidate to serve during the period of absence of the sitting Supervisor. No request for sabbatical shall not be less than 6 months nor exceed 18 months.

Nominees for District Supervisor positions shall be selected without regard to race, color, national origin, religion, sex, age or handicap. Multiple nominees shall be listed in order of preference. All new nominations must include a resume of qualifications, background and other information which will aid the State Committee in making appointments.

All nominations shall be submitted on forms approved by the State Committee.

Upon return from sabbatical leave, the Board of Supervisors shall request the State Soil Conservation Committee to reinstate the Supervisor concurrent with the written resignation of the interim serving Supervisor.

At the conclusion of the 3-year term, the Supervisor shall be subject to satisfying the performance standards outlined above (Section 1.5), apportioned based on the years and months served, minus sabbatical time, as the requisite for reappointment by the Committee.

1.9 SUPPORTING SUPERVISOR ROLE

A Supervisor, who is unable to continue to perform the duties and responsibilities of a regular District Supervisor, may request the local District consider an appointment as an Emeritus Supervisor. Prior to such appointment the supervisor must forward a letter of resignation to the SSCC. Emeritus Supervisor is defined as follows:

Emeritus Supervisor is a non-voting and advisory supervisor appointment by the local district for the purpose of retaining the expertise, experience, involvement and interest of a former, regular supervisor.

1.10 SUPERVISOR REMOVAL or VACANCY

- a) The office of any person appointed as a member of the Board of Supervisors of any NJ Soil Conservation District shall be deemed vacant:
 - 1) Upon the filing of a written letter of resignation.
 - 2) Upon said position being declared vacant by judicial or legislative declaration.
 - 3) Upon the refusal of a person designated for appointment to such office to serve or to continue to serve.
 - 4) Upon the conviction of a crime that would constitute grounds for prohibition from public service.
 - 5) Upon the determination of the SSCC that said member no longer resides within the jurisdictional area of the district.
 - 6) Upon the failure of such member, without being excused, to attend and participate at meetings of the District for three (3) consecutive regular meetings.

- b) The SSCC upon application of a District Board of Supervisors and aggrieved party or upon its own motion may terminate the office of any person appointed as a member of the Board of Supervisors for cause. "Cause" may include but is not limited to: failure to recuse oneself from participating due to a conflict of interest; failure to attend or participate in a required training program; failure to exercise one's fiduciary duties to the District; or failure to provide required information to the SSCC pursuant to law or regulation. Prior to any removal for cause, the SSCC shall notify the member and provide them

with the opportunity for a hearing, either individually or with counsel. The members shall be provided with notice of the alleged basis for removal and shall be provided the opportunity to respond or to submit additional information for consideration.