

Agenda Item 6: Discuss Performance Review Committee and Information Desired by the Board.

## **Bylaws of the Nebraska Environmental Trust Board**

### **Article IV. Committees**

E. Performance Review Committee. Membership: The Board Chair and two citizen members, to provide one citizen member from each congressional district, and one agency director.

Duties: The Performance Review Committee conducts a review of grants involving real property annually, including contracting for site inspections, title review and other activities as appropriate. The Committee may recommend to the Board other grant categories for periodic reviews. The Committee carries out any other responsibility, duty or authority delegated to it by the Board.

## **Adopted Policies of the Nebraska Environmental Trust Board**

### Section II: Committees

A. Executive Committee

The Executive Committee acts as a search committee to develop a list of candidates for consideration by the board in selecting an Executive Director for the Trust. The Committee monitors performance and progress of the Executive Director, and is responsible for resolving performance complaints regarding the Executive Director.

The Executive Committee is responsible for annual evaluation of the Executive Director and will solicit comments from the full board prior to meeting with the Executive Director to conduct the performance evaluation. In case of unsatisfactory performance, the Executive Committee may recommend termination of employment of the Executive Director to the board for ratification.

B. Finance Committee

The Finance Committee may establish a volunteer advisory council.

C. Grants Committee

Notice of all meetings of the Grants Committee will be published.

Members of the Grants Committee who visit a site where an application is filed and under consideration for funding shall report on the visit to the Committee at the next meeting following the visit.

Records Policy:

1. Staff recommendations will be part of the grant file, and provided to applicants upon request only.
2. Committee members will sign their score sheets so that they can be returned to them. Staff will record the individual scores and retain them, as well as the average score, in order to substantiate the average if questioned. Committee member abstentions will be recorded with each vote concerning a grant where a possible conflict of interest is noted.
3. Staff will retain working documents of the committee for one year following issue of recommendations. Committee members will retain their own notes and voting records at their own discretion.

Policy on “Additional Funds” Available Prior to Grant Awards:

1. The Grants Committee will have a “goal” not to carryover more than \$200,000 to the next grants cycle. The committee will also strive to provide better lottery transfer projections and to avoid tie rankings.

**D. Legislative Committee**

The Legislative Committee meets before the fourth quarter Board meeting to prepare and review policy guideline recommendations for the Board. The Committee meets again soon after the 10<sup>th</sup> day of the legislature to review bills and recommend Trust position(s) based on adopted policies. Staff will confer with the Governor’s office on recommendations. Committee recommendations would then be distributed to the Board, and would stand as approved unless three members call for reconsideration of a position. The Committee meets as needed otherwise.

Legislative Committee Guiding Policy Statements:

1. The Trust may support legislation to develop a long-range environmental benefit, which encompasses the vision of Nebraskans.
2. The Trust Board is charged with setting priorities and distributing funding through a competitive process for the benefit of Nebraska’s natural resources. The Trust generally opposes legislation to reduce its funding; however, when redirection of funds is to benefit resource conservation, the Legislative Committee will develop a recommendation of position for board action.

E. Technical Advisory Committee: Qualifications

An employee of a state or federal agency may be nominated by the agency to serve as a technical advisor to the Trust. Who has expertise in fields relevant to evaluation of application including finance. A privately employed individual must possess advanced training in a field relevant to

evaluation of applications or finance submitted to the Trust, and five years of professional experience.

A technical advisor has the right to 1) decline any review for any reason, 2) request and receive supplemental information through the Trust office, and 3) expect their comments to be treated as confidential until the evaluation process is complete.

The Nebraska Department of Revenue and the Banking and Finance will be added as technical reviewers for those applications deemed as needed.

Each year draw a sub-set of easements and acquisitions and conduct site visits.

Questions to be answered:

Are objectives of the grant being upheld?

Were any violations found?

If violations have occurred, what actions need to be taken to rectify?

Current condition of the habitat

Are invasive species are concern at the site?

What noxious and invasive species appear to be a problem?

Are Eastern Red Cedars a problem at the site?

Suggested management practices?