

Agenda Item 11. Executive Committee Report

Discussion of Executive Committee Report from the meeting held via Zoom on February 25, 2021 at 9:00 a.m.

Executive Committee Report

The Executive Committee held a Zoom meeting on February 25, 2021. Members present were Jeff Kanger, Felix Davison, Paul Dunn, Jim Douglas, Josh Andersen, Jim Macy, Quentin Bowen and Mark Brohman. The meeting was called to order at 9:02 am and there was a discussion and review of the Performance Improvement Plan (PIP) that was developed at the August board meeting.

Mr. Brohman was given the opportunity to talk through the PIP. He spoke to the high level of activity currently and over the past six months at the Trust. The loss of the Grants Administrator and Grants Administrator Assistant, hiring the new Grants Administrator and beginning the search for a Grants Administrator Assistant, extensive public records request, work related to current litigation, the Grant Committee meetings, 4th quarter board meeting and the special board meeting held in November.

Mr. Brohman was excused from the meeting at 9:20 am.

Mr. Kanger posed the question, should we extend the PIP to August, which opened discussion by the members. After some extensive discussion the conclusion resulted in a motion to extend to August which was passed unanimously.

Motion By: Mr. Macy; **Seconded By:** Mr. Davidson to extend the PIP to August 2021, but require a new set of 5 “smart goals” and a timeline that will be delivered to the board before the end of March. Unanimous approval. **Motion Carried.**

The Committee then had a general discussion around how we could better help Mr. Brohman. There were a few approaches discussed, for example, a smaller group (3-5) who would work closely with the Executive Director to help him. It was agreed this would be proposed to the full board in the next meeting.

Meeting adjourned at 9:56 am.

Executive Committee Motion Presented to the Environmental Trust Board as Follows:

Committee Motion: Extend the PIP to August 2021, but require a new set of 5 “smart goals” and a timeline that will be delivered to the board before the end of March.

Executive Director's SMART goals as part of Performance Improvement Plan

1. Work with Department of Administrative Services (DAS) to complete their Performance Audit over the next few months, begin reviewing their recommendations and prepare recommendations for the NET board to take action on. Prepare initial recommendations for the August 2021 NET board meeting if DAS has completed their audit by July 2021.
2. Provide information requested by the Auditor of Public Accounts during their Financial Audit. Once their Audit is completed, prepare response to the Audit and prepare recommendations for the board's consideration. If the Financial Audit is completed by July, prepare recommendations for the August 2021 NET board meeting.
3. Continue providing the Attorney General's Office with information needed to meet their needs in current litigation. Once litigation has concluded, work with the Attorney General's Office to make recommendations to the full NET board for changes to By-laws, Policies, Rules and Regulations and Statutes. For example, if financial need is narrowly defined by the courts, determine how that information can be required in grant applications and include those requirements in future grant applications.
4. Set a formal site visit schedule on grants to catch up on lack of site visits in 2020 because of COVID. Starting in May 2020, arrange at least 10 site visits per month and report to the board at the August board meeting, progress made. Site visits to be accomplished by the Director, the Grants Administrator and potentially the new Grants Administrator if the new hire is qualified or can be trained immediately.
5. We saw a decline in Technical Reviewers last fall as we began assigning technical reviews for the 2021 grant cycle. Implement a strategy before the 2022 grant reviews get assigned in September 2021, to increase the number of technical reviewers we have available by 5-10%. Contact State agency directors on the NET board and directors not on the NET board for staff suggestions with expertise in the fields of NET grants. Approach federal agencies and consulting firms with expertise within their staff.