

# APPENDIX B

## Management Conference Structure



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## MANAGEMENT CONFERENCE STRUCTURE

The structure of the Peconic Estuary Program Management Conference is presented in **Figure 10-1**. This structure is initially developed during the nomination process by representatives of EPA Region II, New York State, and Suffolk County, in cooperation with local government officials and members of the BTCAMP Citizens Advisory Committee. The Management Conference consists of Policy and Management Committees, and three advisory committees: the Citizens Advisory Committee, Technical Advisory Committee (TAC), and Local Government Committee (LGC). These committees provide the framework in which the Management Conference will meet the goals of this program. They represent a forum for open discussion, cooperation, and compromise that results in consensus. While these committees function as separate entities, they are not meant to be exclusive. Thus, all committee meetings are open to the public. In addition, communication between committees exists in the form of members that serve on more than one committee and Federal, State, and county representatives who will be attending all Management Conference meetings. The roles and responsibilities of each of the committees, as well as charges to them, are summarized below.

### POLICY COMMITTEE

The Policy Committee consists of representatives from EPA, NYSDEC, Suffolk County, and local government. Currently, the representatives are the EPA Director of the Division of Environmental Planning and Protection, Regional Director of the New York State Department of Environmental Conservation, the Suffolk County Executive, an agreed upon representative of local government who at the time of the preparation of this document was the Supervisor of the Town of Southold. The Policy Committee approves the workplan and budgets, approves Action Plans and the Comprehensive Conservation and Management Plan, and resolves policy issues, including those identified by the Management Committee.

### MANAGEMENT COMMITTEE

The roles and responsibilities of the Management Committee are to recommend the workplans, budgets, Action Plans, and the Comprehensive Conservation and Management Plan to the Policy Committee. On behalf of the Policy Committee, the Management Committee manages the Peconic Estuary Program, ensuring the commitments and deadlines are met. The Management Committee also coordinates the effective involvement of the advisory committees.

Committees within the Peconic Estuary Program strive for consensus. However, if a Management Committee vote needs to be taken, representatives from EPA, NYSDEC, Suffolk County (currently represented the Office of the Suffolk County Executive), the Local Government Committee (currently represented by the Southold Town Supervisor), and the chairs of the Citizens and Technical Advisory committees will be eligible to vote.

Including both voting and non-voting members, the Management Committee representation currently consists of representatives of EPA Region II (Environmental Planning & Protection Division), the National Oceanic and Atmospheric Administration, the U.S. Fish and Wildlife Service (USFWS), NYSDEC Division of Marine Resources, New York State Department of State (NYS DOS) (Division of Coastal Resources and Waterfront Revitalization), New York State Department of Transportation



(NYSDOT), the Town of Southold (representing local government), a representative of the New York State Legislature, and the chairs of the Citizens and Technical Advisory Committees.

## **LOCAL GOVERNMENT COMMITTEE**

The Local Government Committee (LGC) consists of representatives from the five East End Towns surrounding the Peconic Bay (Southold, Riverhead, Southampton, East Hampton, Shelter Island), the Town of Brookhaven, which is not directly on the shores of the marine system but is located within its watershed and includes portions of the Peconic River, the eight villages surrounding Peconic Bay (Quogue, Dering Harbor, Sag Harbor, North Haven, Southampton, Westhampton Beach, Greenport, East Hampton), and the Trustees of Freeholder Commonalities (East Hampton, Southold, Southampton).

The charges to the LGC, in addition to providing input into the Conference Agreement, the annual workplan, and CCMP, are to develop and oversee the implementation of the local government outreach component of the workplan. The Local Government committee is crucial because local governments have ultimate responsibility over land use, zoning, and other local issues.

## **TECHNICAL ADVISORY COMMITTEE**

The Technical Advisory Committee consists of representatives from universities, the Federal government (EPA, USFWS, USFDA), New York State (NYSDEC, NYSDOS, NYSDOT), Suffolk County (Office of the County Executive, SCDHS, Suffolk County Planning Department, Soil and Water Conservation District), local government planning and environmental agencies, and other entities dealing in technical issues. New members with specific expertise are asked to join the TAC as pertinent issues arise. In addition to providing input into the Conference Agreement and the annual workplans, the TAC meets the needs of the Management Conference including recommending the addition of the members as appropriate. The TAC also develops the research agenda that supports the CCMP in the form of both a comprehensive agenda unconstrained by availability of funds and a priority ranking of potential projects. In addition, the TAC assists in the development of public outreach/education components of the PEP.

## **CITIZENS ADVISORY COMMITTEE**

The Citizens Advisory Committee (CAC) consists of members of the public that have an interest in preserving and protecting Peconic Bay. The CAC, as an autonomous group, initially divided into ten focus groups, into which each member of the committee fits based on their interests. These focus groups are commercial fishers, marina and related industries, recreational fishermen, environmental/ecology, recreation, agriculture, macroeconomics, education, commerce/business, and civic organizations and members at large. Additional individuals may join the CAC by requesting placement in the appropriate focus group.

In addition to providing input into the Conference Agreement and the annual workplans, the CAC develops and oversees implementation for the public involvement and education component of the workplans. The CAC also develops a Citizens Action Plan for inclusion in the overall Action Plan and the CCMP.



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## **PROGRAM OFFICE**

The Program Office roles and responsibilities are outlined as follows:

### ***Management Responsibilities***

- Communicates regularly with all PEP participants about activities and issues to ensure consensus and that all views are fairly represented in work products;
- Coordinates activities among Federal, State, county, and local agencies as well as the public sector to obtain program objectives;
- Participates in inter-agency work groups;
- Manages the preparation of annual workplans, the CCMP, and budgets, in cooperation with all PEP participants; and
- Coordinates conference activities in identifying and seeking alternative sources of funding for activities associated with Peconic Bay.

### ***Technical Responsibilities***

- Manages the planning, development, and implementation of all phases of the PEP using knowledge of marine and estuarine environmental systems related to scientific/engineering operations, and programmatic issues;
- Coordinates the compilation of findings of other estuary programs and transmits them to the PEP Management Conference; and
- Identifies, participates in, and ensures the transfer of scientific/engineering information to Program participants.

### ***Program Administration***

- Provides administrative support to the Management Conference;
- Manages development of Requests for Proposals for tasks identified in the annual workplan among all involved agencies and advisory committees;
- Oversees the administration and performance of contract and grant activities to ensure quality products are produced on time and within budget;
- Facilitates the convening of conferences and meetings for local and State officials and legislators to brief them on CCMP development and PEP progress in coordination with other Conference participants; and
- Prepares PEP status reports, as needed, and coordinates review with all PEP participants.

### ***Administrative Support Responsibilities***

- Attends meetings of major committees (not limited to the technical, local, citizens, management and policy committees);
- Manages preparation of all PEP work products, including data summaries, annual reports, technical reports, CAC products, and modeling activities, for content and accuracy before publication;



- Ensures the transfer all PEP materials (*e.g.*, work products, annual reports, meeting minutes, etc.) to the appropriate persons and locations (*e.g.*, Management Conference participants, the public, local libraries, etc.); and
- Receives and responds to requests for technical information and assistance regarding the PEP from the public, elected officials, EPA Headquarters, and others.