



Follow-Through on the Decisions and Actions from the October 9 Leadership Retreat and October 10 Management Committee Meeting

**February 5, 2020 Peconic Estuary Program Joint
Policy and Management Committee Meeting**

Desired Outcomes from Today's Meeting

- Continue the momentum of the October 9th Leadership Retreat and October 10th Management Committee meeting
- Discuss, make the requested decisions and agree to further actions on the outcomes from and follow-through work coming out of the October 9th Leadership Retreat and 10th Management Committee meeting
- Develop a list of agenda topics for and the decisions to be requested at the May 6, 2020 Policy Committee meeting

Outcomes from Leadership Retreat—Actions for Today

Agreement to work toward a 2020 timeframe for renewing the partnership, including a signing a formal partnership agreement, a public CCMP signing ceremony and a program name change

- **Today:** a draft formal agreement has been distributed ready for review, discussion, and agreement on next steps in preparation for the May 6 Policy Committee meeting

Agreement to move forward with development of numeric goals, which are feasible to achieve and understandable by the public, working through the TAC workgroup formed to develop them goals and engage the CAC to ensure the goals are understandable by the public

- **Today:** the TAC Chair will present the TAC approved and recommended water quality indicators and numerical goals for Partnership approval

Outcomes from Leadership Retreat—Actions for Today

Agreement to move forward with development and amendment of new guiding principles and existing by-laws applicable to the entire partnership, defining roles and responsibilities specific to each of the committees and workgroups, and defining the roles of the chairs. The PEP Office staff will work with the committee chairs in drafting the by-laws, committees' roles and responsibilities and the chairs' roles.

- **Today:** the draft *Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership* has been distributed and is ready for review, discussion and formal adoption by the Partnership

Outcomes from Leadership Retreat—Actions for Today

Agreement to convene a Task Force, composed of Dawn McReynolds, Kevin McDonald, Carrie Meek Gallagher, Javier Laureano, John Bouvier, and Fred Thiele, to determine the critical functions of the Partnership, develop pros and cons of different possible home entities based on those critical functions, evaluate existing MOUs and other agreements between state, regional and local partner agencies and organizations, and provide recommendations.

- **Today:** Hear the report out on the Task Force's work to date and determine how the Partnership wants to proceed forward with the process initiated at the October 9th Leadership Retreat

Outcomes from Leadership Retreat—Actions for Today

Hold off on conducting the recommended evaluation of the Peconic Estuary Program Office's staff capacity to support ongoing and anticipate additional effort until after the partners have agreed to by-laws, committees' roles and responsibilities, and completed the evaluation of the partnership's functions and pros and cons of different possible home entities and made final decisions.

- **Today:** No action requested. Start the evaluation of PEP Office's staff capacity in spring 2020 as agreed at the October 9th Leadership Retreat

Agreement to initiate development of a funding strategy in parallel to work on the other organizational assessment recommendations. EPA Region 2 will take the lead working with the Regional Environmental Finance Center.

- **Today:** PEP Director will present a draft finance plan outline for feedback, next steps

Outcomes from Leadership Retreat—Actions for Today

Agreement to adopt the proposed key characteristics as an initial starting point, adopt the draft CCMP goals, and **move forward with development of a strategic communications plan for the Partnership.**

- **Today:** PEP Director will outline the efforts underway for planning for more strategic communications with the public on the Partnership itself and its collective work and seek feedback and direction on the next steps

Agreement to initiate discussion of 2020 annual workplan and budget starting at the February Joint Policy and Management Committees meeting.

- **Today:** PEP Director will present a draft outline of the 2020 annual workplan and budget drawing directly from Partnership's new CCMP, seeking feedback in advance of sharing a complete annual workplan and budget with both committees this spring

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Agreement to move forward with development of by-laws applicable to the entire partnership, defining roles and responsibilities specific to each of the committees and workgroups, and defining the roles of the chairs. The PEP Office staff will work with the committee chairs in drafting the by-laws, committees' roles and responsibilities and the chairs' roles.

- Draft *Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership* has been distributed and is ready for review, discussion and formal adoption by the Partnership

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

These guiding principles are intended to provide a framework for the proper and effective partnership-based leadership and management of the Peconic Estuary Partnership by laying out the Partnership's organizational structure and its governance procedures

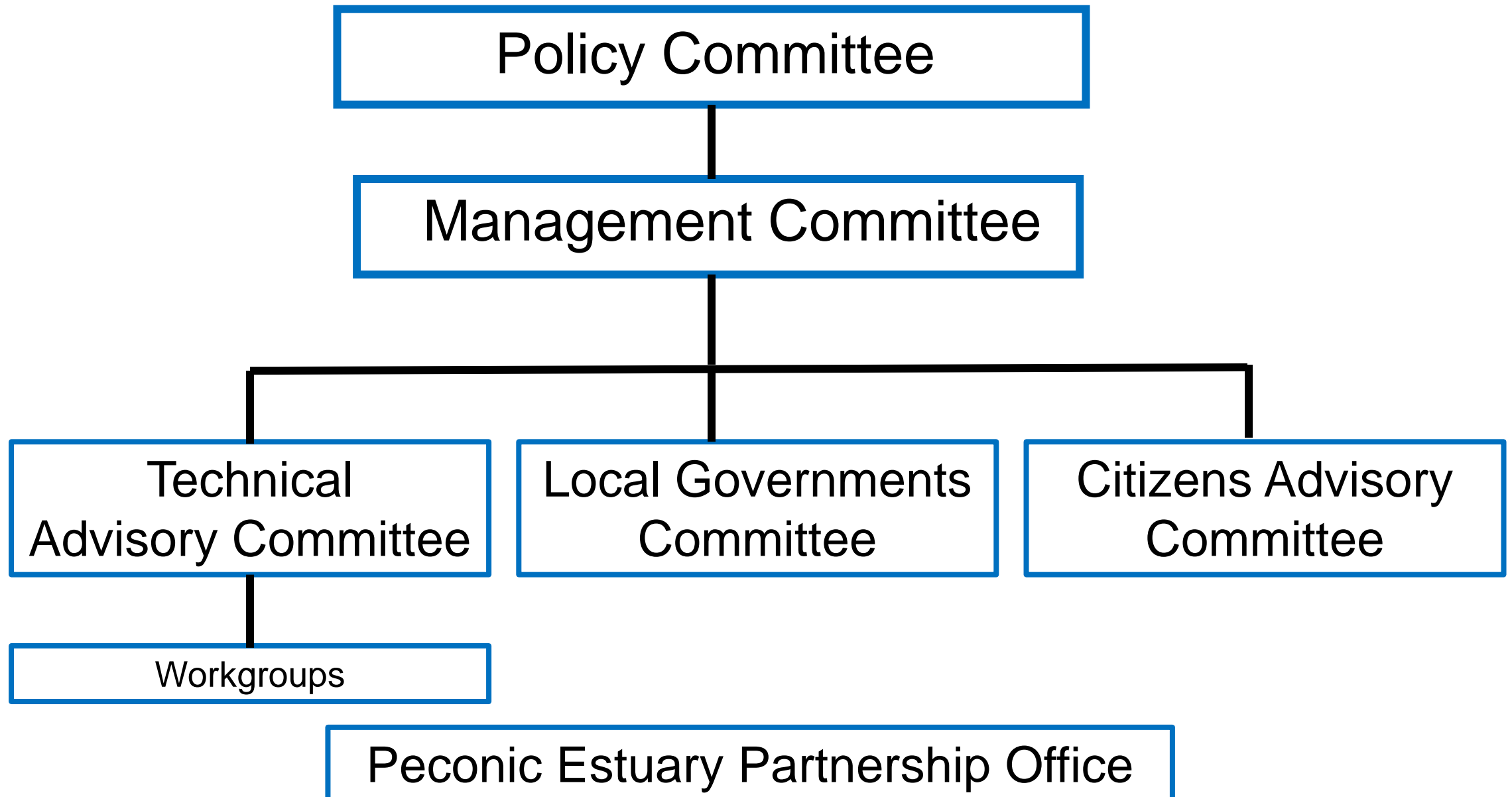
- Peconic Estuary Partnership
- Authority Based on a Designated Estuary of National Significance
- Organizational Structure, Governance Procedures and Guiding Principles
- Peconic Estuary Partnership's Goals, Mission, Vision and Core Values
- Peconic Estuary Partnership's Organizational Structure
- Peconic Estuary Partnership's Governance Procedures and Guiding Principles
- Peconic Estuary Partnership's Decision Making Process
- Amendment of the Partnership's Organizational Structure, Governance Procedures and Guiding Principles

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

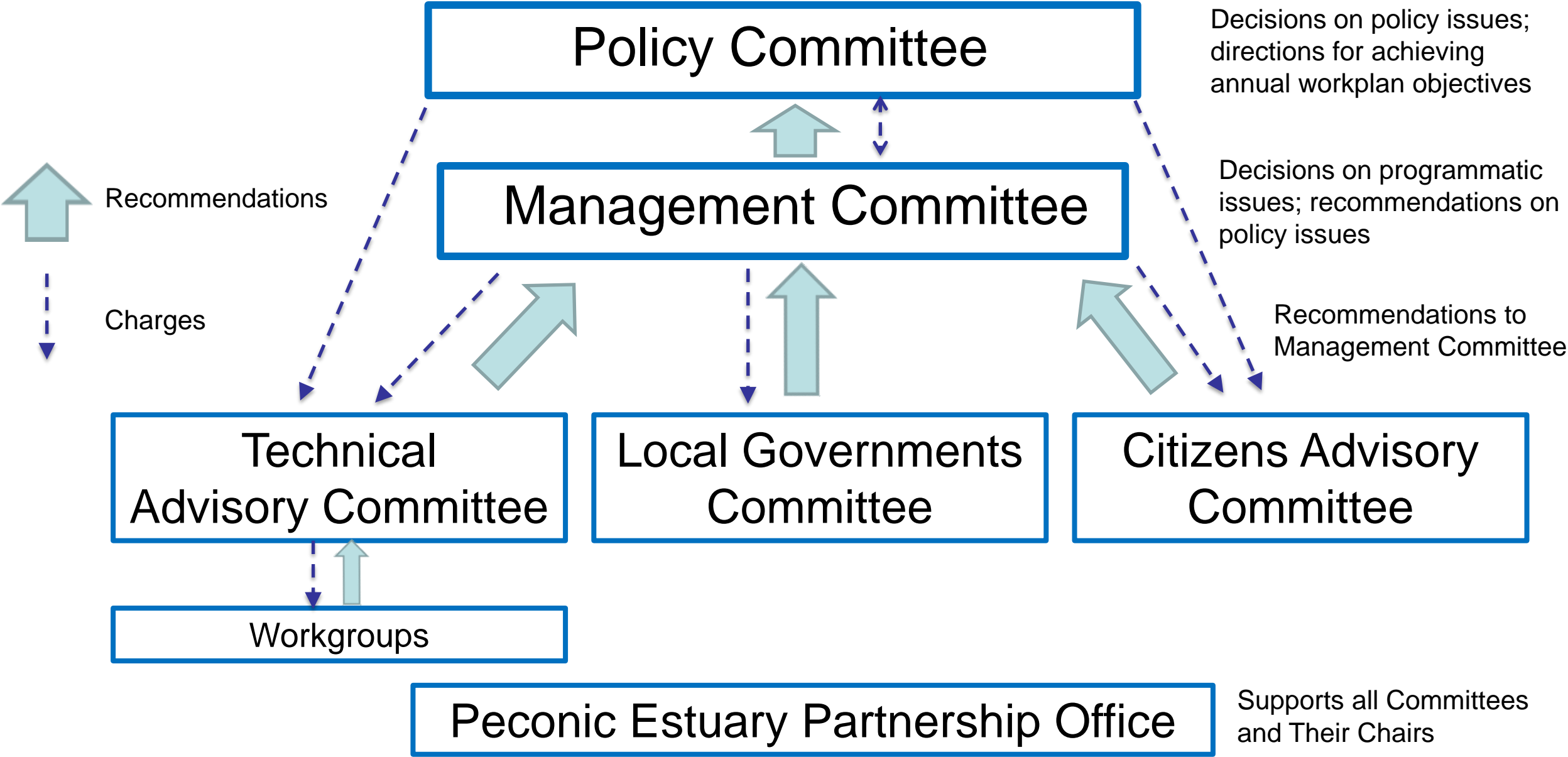
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Proposed Peconic Estuary Partnership Management Structure



Peconic Estuary Partnership Governance Process



Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Chair's Roles and Responsibilities
 - Presides over each meeting
 - Facilitates decision making by the members and agreement on follow-through actions
 - Summarizes all decisions and follow-up actions agreed to during the meeting
 - Communicates the Committee's recommendations and decisions to the other appropriate committees
 - Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair during the meeting

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Staff Roles and Responsibilities
 - Assisting with meeting and conference call arrangements
 - Developing each meeting agenda working with the Chair
 - Dissemination of the meeting agenda and advance meeting briefing materials and presentations
 - Recording and dissemination of meeting minutes and posting on the Partnership's website
 - Insures that consensus, majority and dissenting views on all matters and issues shall be recorded and reported
 - Follow through on agreed to decision and actions by the Committee between meetings, working closely with the Chair

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Member Alternates
 - Whenever a Committee member cannot attend a meeting, he/she can designate an alternate
 - The alternate shall clearly identify himself/herself as an alternate for that specific member with all the roles and responsibilities of that member during the meeting
- Member Vacancies
 - Members whose representatives do not regularly participate in meetings will be asked to either designate replacement representatives or to step down from the Committee

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Duration of Membership and Leadership
 - Members are appointed by their respective agencies and organizations and serve for indefinite terms
 - The Chair and Vice Chair are appointed by the Committee members for two-year terms, subject to re-appointment
- New Members
 - New members are made voting members by the unanimous vote of the Management Committee

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Compensation
 - All members shall serve without compensation or use of Partnership EPA grant funds
- Committee Operations
 - Agendas and Other Meeting Materials
 - Chair, Committee members and Partnership Office staff can place items on the meeting agendas
 - Decisional and actions items will be clearly indicated on each meeting agenda to allow members not able to attend the meeting the option of sending a designated representative to participate in decision making

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Agendas and Other Meeting Materials (Con't)
 - Meeting agendas, supporting background materials and presentations will be disseminated no less than two weeks before each meeting
 - All meeting-related agendas, background materials, and presentations will be posted in advance on the Partnership's website calendar

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Quorum
 - The presence of a majority of all members shall constitute a quorum
 - Attendance shall be either in person or by telephone or other communication whereby the distant member and those members present in person all hear and may speak to and be heard on the matters raised therein
 - Members who cannot attend or call-in may notify the respective Chair and Partnership Director of their proxy for votes

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Decision-Making
 - Decision-making will be accomplished through a unanimous or consensus-based approach
 - If after substantial discussions consensus cannot be reached, a two-thirds majority vote by the members present will be utilized
 - Each member present shall be entitled to one vote
 - Such votes may be tabled at the meeting by the Chair and taken up at a future time to allow for further discussion in order to reach consensus
 - “Peconic Estuary Partnership’s Decision Making Process” section provides more details and procedures for shared decision making

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Meeting Summaries
 - A written summary of each meeting will be prepared by the Partnership's office staff, approved by the Chair, posted on the Partnership's website within two weeks of each meeting and approved by the full membership at the following committee meeting
 - Attendance at Meetings
 - Meeting attendance may be in-person or by conference call
 - Members who are not able to attend are expected to designate an alternate

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Meeting Chair
 - When the Chair is not able to lead the meeting, the Vice Chair will chair the meeting
 - Meeting Participation
 - Committee meetings shall be open to public participation, except when deemed necessary by the Chair to discuss personnel or other privileged matters among only the Committee members

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Partnership's Overarching Governance Procedures and Guiding Principles

- Committee Operations (Con't)
 - Subcommittees/Workgroups/Task Forces
 - Chair may form subcommittees, workgroups or taskforces to research issues, study options, etc. and present recommendations to Committee
 - Budgeted Resources
 - Support for the Committee meetings is provided by PEP office
 - Staffing and Support:
 - PEP office staff provides support to the Committee as well as any subcommittees, workgroups or taskforces reporting to the Committee

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Committee Specific Governance Procedures and Guiding Principles

For the Policy Committee, Management Committee, Local Governments Committee, Citizens Advisory Committee and Technical Advisory Committee, the following are defined:

- Members' Roles and Responsibilities
- Committee Composition
- Leadership
- Meeting Objectives
- Meeting Frequency

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Committee Specific Governance Procedures and Guiding Principles

For each of the following, the specific roles and responsibilities are spelled out:

- Partnership Director
- Partnership Office Staff
- Host Entity
- EPA Regional Office/EPA Peconic Estuary Partnership Coordinator

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Peconic Estuary Partnership's Decision Making Process

Each decision arising from an agenda item follows through a simple structure:

- Discussion of the item
- Formation of a proposal
- Call for consensus
- Identification and addressing of concerns
- Modification of the proposal

All of the Partnership's Committees, Subcommittees, Workgroups and Task Forces shall strive for a participatory or consensus process in discussing issues and arriving at a decision. Consensus is defined as general agreement of all members of the consensus group. A continuum of consensus is defined in the document.

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Amendment of the Partnership's Organizational Structure, Governance Procedures and Guiding Principles

The Partnership's organizational structure, governance procedures and guiding principles may be amended at any regular meeting of Policy Committee by a two-thirds vote of members in attendance, provided that the proposed amendments have been submitted in writing to members at least thirty (30) days prior to the meeting in which the vote is to be taken.

The organizational structure, governance procedures and guiding principles and amendments to the organizational structure, governance procedures and guiding principles shall be effective immediately upon adoption.

Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership

Request for Decision: Are you ready to approved the organizational structure, governance procedures and guiding principles for the Peconic Estuary Partnership?

Do you need more time to review and fully understand the recommended structure, procedures and principles?

Report Out From the Host Entity Task Force

October 9 Leadership Retreat Decision: Agreement to convene a Task Force, composed of Dawn McReynolds, Kevin McDonald, Carrie Meek Gallagher, Javier Laureano, John Bouvier, and Fred Thiele, to determine the critical functions of the **Partnership**, develop pros and cons of different possible home entities based on those critical functions, evaluate existing MOUs and other agreements between state, regional and local partner agencies and organizations, and provide recommendations.

- **Today:** Hear the report out on the Task Force's work to date and determine how the Partnership wants to proceed forward with the process initiated at the October 9th Leadership Retreat

Initial Draft Formal Agreement

October 9 Leadership Retreat Decision: Agreement to work toward a 2020 timeframe for renewing the partnership, including a signing a formal partnership agreement, a public CCMP signing ceremony and a program name change

- **Today:** a draft formal agreement has been distributed ready for review, discussion, and agreement on next steps in preparation for the May 6 Policy Committee meeting

Initial Draft Formal Agreement

Please see the draft “Pledge for the Peconic” document which the Program plans to have formally signed at the PEP’s September 25th Conference.

The text incorporates language from the original “Pledge for the Peconic” signed in October 2002, and the new PEP mission, vision and four goals of the CCMP 2020.

Draft for September 25th, 2020 signature

Pledge for the Peconic Estuary

We find and declare that

The Peconic Estuary, the expansive network of bays and waterways nestled between the North and South Forks, is an important natural resource of incomparable beauty that provides significant economic and quality of life benefits;

This ecosystem, where salt and fresh waters mingle, represents the geographic, ecological, and cultural heart of the East End of Long Island. Changing endlessly with currents, tides, species, and other influences;

The Peconic Estuary's living resources, water quality, and aesthetic character have suffered from human uses; and

Protection and restoration of the Peconic Estuary's environmental quality requires a recommitted focus by a partnership of Federal, State and local governments, businesses, academia, non-profits and the public.

We, therefore, pledge to support the Peconic Estuary Partnership's mission to protect and restore the Peconic Estuary and its Watershed; to commit to a collective vision of a successful partnership dedicated to restoring clean water, protecting and enhancing vibrant ecosystems and communicating sound science for nature-based coastal planning in the Peconic Estuary and its watershed.

We pledge to focus on clean waters, a healthy ecosystem with abundant, diverse wildlife, strong partnerships and engagement, and resilient communities prepared for climate change through implementation of the Peconic Estuary Partnership Comprehensive Conservation and Management Plan (CCMP) 2020.

Initial Draft Formal Agreement

Asks for Direction:

- Does the initial draft address all the key re-commitment messages and actions?
- What's missing from this initial draft?
- Who else needs to be involved in developing the next draft version of the formal agreement in preparation for the May 6 Policy Committee meeting?

Development of Numeric Goals

October 9 Leadership Retreat Decision: Agreement to move forward with **development of numeric goals**, which are feasible to achieve and understandable by the public, working through the TAC workgroup formed to develop them goals and engage the CAC to ensure the goals are understandable by the public

- **Today:** the TAC Chair will present the TAC approved and recommended water quality indicators and numerical goals for Partnership approval

Development of Numeric Goals for Clean Water

Clean water supports fish, shellfish, and wildlife and ecosystem health. Clean water provides for safe recreation in and on the water and seafood that is safe for consumption.

Water Clarity: A Secchi disk depth of 2 meters (6.56 feet) or greater during the growing season (April 1 through October 31)

Chlorophyll-a: A chlorophyll-a concentration of 5.5 µg/L or less during the growing season (April 1 through October 31)

Dissolved Oxygen: A dissolved oxygen (DO) concentration complying with New York State's acute and chronic DO criteria: not less than 3.0 mg/L, and greater than 4.8 mg/L as a daily average in 90 percent of samples, to support the maintenance of biotic resources.

Harmful Algal Blooms: Harmful algal blooms (HABs) with environmental impacts should not occur more than once in any ten-year period. HABs with human health impacts should not occur in any ten-year period.

Pathogens: Concentrations of enterococcus should not exceed 104 colony-forming units (cfu)/100 mL.

Development of Numeric Goals for Clean Water

The **STOP-LIGHT** Approach:

Parameters have been defined as predictors for an **early warning system** to monitor changes in habitat suitability and ecosystem stressors:

- *water temperature* (are temperatures rising?),
- *salinity* (are salinities changing?),
- *dissolved oxygen* (is DO reaching points of anoxia or close to it?), and
- *pH* (are our coastal waters showing signs of acidification?).

This early warning system will be helpful to understand trends associated with climate change and anticipate events that may lead to unsuitable conditions for eelgrass, scallops, and marine life.

These clean water targets will be reviewed annually to track the health of the Estuary.

Development of Numeric Goals

Request for Decision: Approval of the Technical Advisory Committee's recommended series of water quality indicators and associated numerical goals with the recognition of plans for an annual review by the Management Committee in concert with the Technical Advisory Committee. Any recommended changes will be presented to the Policy Committee for review and final decisions.

Draft Communications Game Plan

October 10 Management Committee Meeting Decision: Agreement to adopt the proposed key characteristics as an initial starting point, adopt the draft CCMP goals, and **move forward with development of a strategic communications plan for the Partnership.**

- **Today:** PEP Director will outline the efforts underway for planning for more strategic communications with the public on the Partnership itself and its collective work and seek feedback and direction on the next steps

Draft Communications Game Plan

1) New Name/New Logo



2) Story Board **draft** complete:

- 1) Presentation to and approval from CAC
 - 1) Includes our approved Mission, Vision, and Goals
- 2) Includes newly agreed upon WQ reporting parameters
- 3) Renewal of partnerships
- 4) Conference & Launch date: September 25, 2020
 - 1) Atlantis Banquet, Riverhead

Protecting the Peconic Conference

September 25, 2020

The logo is circular with a blue border. Inside, there's a stylized blue bird or sunburst icon. The text "PROTECTING AND RESTORING" is at the top, "Peconic Estuary Partnership" is in the center, and "LONG ISLAND'S PECONIC BAYS" is at the bottom.

"PROTECTING THE PECONIC"

Save the Date

• **SEPTEMBER 25, 2020** •

ATLANTIS BANQUETS & EVENTS - RIVERHEAD, NY

All-In Biennial Peconic Estuary Conference
for the present and future of our water, wildlife,
habitats & community.

Draft Communications Game Plan

Asks for Direction:

- Do these components of a larger communications game plan make sense?
- What's missing from this initial outline of a larger communications game plan?
- Does the Management Committee and Policy Committee want to hear the Peconic Estuary Story at your upcoming April/May meetings, respectively?

Draft Finance Plan

October 9 Leadership Retreat Decision: Agreement to initiate development of a **funding strategy** in parallel to work on the other organizational assessment recommendations. EPA Region 2 will take the lead working with the Regional Environmental Finance Center.

- **Today:** PEP Director will present a draft finance plan outline for feedback, next steps

Draft Finance Plan

- Outlines Current Funding
- Outlines Potential Future Funding
 - **NYS Government:**
INCREASE of EPF dedicated funding for PEP to increase to match EPA funds on an annual basis.
 - **Local Governments:**
Dedication of 1% of the CPF Fund to the Partnership annually from **all East End Towns** as was allowed under the 2016 vote.
- **The establishment of a non-profit/Foundation** for the purposes of restoration projects within the watershed to act under the sole guidance of the CCMP.
 - The creation of a core group of foundation donors from the East End of Long Island to generate annual funding for this purpose.*
 - The establishment of one large annual fundraising event.
 - External grant funding and, where applicable cooperative agreements and partnerships to generate project money.
 - Funding sources for these external grants could include USFWS, NOAA, EPA, SCSWCD, New York Based Foundations, and
- **A reserve of match funding**
Consistently relying on government entities can be a precarious endeavor. PEP will strive for financial independence to ensure the future of the organization.

Draft Finance Plan

Asks for Direction:

- Do these components of a finance plan make sense?
- What's missing from this initial outline of finance plan for the Partnership?
- What do the Management Committee and Policy Committee want to see regarding enhancements to this draft finance plan at your upcoming April/May meetings, respectively?

Draft Annual Workplan Outline

October 9 Leadership Retreat Decision: Agreement to initiate discussion of 2020 annual workplan and budget starting at the February Joint Policy and Management Committees meeting.

- **Today:** PEP Director will present a draft outline of the 2020 annual workplan and budget drawing directly from Partnership's new CCMP, seeking feedback in advance of sharing a complete annual workplan and budget with both committees this spring
 - **New Workplan format will follow the CCMP Goals and Actions NOT the Employees**

Draft Annual Workplan Outline

Asks for Direction:

- Are you comfortable with deriving the annual workplan commitments drawn directly from the updated CCMP?
- Are you comfortable with not providing names of specific individuals in the workplan like has been done in past workplans?

Issues for Discussion/Decision at the May 6, 2020 Policy Committee Meeting

- Review and approval of the revised final draft *Organizational Structure, Governance Procedures and Guiding Principles for the Peconic Estuary Partnership*
- Review of Task Force's recommended pros and cons and short and long term options
- Review and feedback on revised draft re-commitment agreement
- Review and feedback on the revised September 25 Peconic Conference public messaging
- Review and feedback on draft Peconic Estuary Story messaging
- Review and approval of the Technical Advisory Committee's recommended Peconic Estuary and Watershed Water Quality Monitoring Strategy
- Review and action on revised draft Partnership finance plan
- Review and approval of the final PEP annual workplan and budget