

Operational Guidelines
For The
Western New York
Partnership for Regional Invasive Species Management
Updated January 2020

I. ORGANIZATION/PARTNERSHIP

The name of the organization/partnership shall be the Western New York Partnership for Regional Invasive Species Management (WNY PRISM).

II. HOST ORGANIZATION (SPONSOR)

WNY PRISM is a sponsored program of the Research Foundation for SUNY Buffalo State and is part of the Great Lakes Center at Buffalo State. The host organization retains the authority for financial and contractual oversight as well as the authority to manage and implement grants, contracts, programs and agreements that it has entered into on behalf of WNY PRISM. The host organization is The Research Foundation for SUNY Buffalo State.

III. PURPOSE

WNY PRISM was formed to combat the spread of both aquatic and terrestrial invasive species, and to mitigate associated threats by providing region-wide coordination for invasive species monitoring and management. The WNY PRISM region includes Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming counties of Western New York and covers 6,440 square miles.

IV. MISSION

The WNY PRISM mission is to proactively identify, evaluate and address invasive species priorities in western New York using a coordinated partnership of local professionals, organizations and private citizens to improve, restore and protect local aquatic and terrestrial resources.

V. STEERING COMMITTEE

The Steering Committee is comprised of a core group of individuals representing a variety of organizations, agencies, businesses and citizens who have demonstrated the greatest financial investment in WNY PRISM as well as have vested interest in invasive species management within the WNY PRISM region. Every effort will be made to ensure that the Steering Committee is representative of the invasive species management needs of the WNY PRISM region. Participation in the Steering Committee is strictly voluntary and shall be comprised of no less than 7 members at any given time.

See Appendix A for current list of Steering Committee Members.

VI. ROLES AND RESPONSIBILITIES

STEERING COMMITTEE: The Committee serves in an advisory capacity to the functioning of WNY PRISM. It will assist the PRISM Coordinator and PRISM Director with prioritization of tasks within the region, partner outreach and coordination, creation of strategic plan, creation of region-wide invasive species

management plans and implementation of the strategic and management plans. The Steering Committee will suggest agenda and discussion items for Full Partnership Meetings and will aid with review of WNY PRISM Documents.

WNY PRISM DIRECTOR: The WNY PRISM Director is the ultimate responsible party to DEC for implementation of PRISM. The Director has final signing authority on purchases made by WNY PRISM. The Director also must sign partnership agreements, external grant applications, or any other contractual agreements made with outside agencies if they require host organization approval. The Director provides guidance to the Coordinator on regional invasive species priorities and partner coordination.

WNY PRISM COORDINATOR: The WNY PRISM Coordinator will be responsible for the coordination of partners and the implementation of the core functions of a PRISM to include planning regional invasive species management, developing early detection and rapid response capacity, recruiting and training volunteers, implementing eradication projects, raising awareness about invasive species issues and supporting research through citizen science. The Coordinator will be responsible for facilitating meetings and preparing and distributing meeting summaries. The Coordinator will also provide supervision and direction for additional WNY PRISM Staff.

WNY PRISM STAFF: Additional Staff positions may be developed and filled based on identified programmatic need and availability of funding. Program and Project Manager positions may include those focused on Education and Outreach, Aquatic Invasive Species, Terrestrial Invasive Species, Data Management, and/or Early Detection. WNY PRISM will also use various seasonal and temporary positions to fill programmatic needs. Program and Project Managers will provide supervision and direction for seasonal staff.

VII. ADDITIONAL PARTNERS AND STAKEHOLDERS

WNY PRISM recognizes additional partners and stakeholders that may not have the level of involvement found within The Steering Committee but have a demonstrated and active interest in invasive species management and support our mission. All partners and stakeholders are encouraged to participate in Working Groups and attend Full Partnership Meetings.

The term 'partner' is used to refer to those entities that have engaged with WNY PRISM directly on efforts associated with at least one of our established Core Functions (Partner/Network Coordination, Information Management, Education and Outreach, Prevention, Early Detection and Rapid Response, Management and Habitat Restoration).

The term 'stakeholder' is used to refer to all interested parties, including individuals, impacted by invasive species, but who may not be directly involved with invasive species management or WNY PRISM activities.

VIII. MEETINGS

The Steering Committee shall meet no less than four (4) times per year with special meetings as deemed appropriate by the Committee. When appropriate and available, meetings may be held through conference call or Web-based conference. All partners and interested parties will be informed about

Steering Committee Meetings and may request to attend and/or present at individual meetings, with approval of requests being granted by the Steering Committee.

Full Partnership Meetings shall take place no less than semi-annually and Steering Committee Member participation is expected. All partners and interested parties are strongly encouraged to attend both the Spring Partner Meeting (held in April) and the Fall Partner Meeting (held in October/November).

The Program Coordinator shall cause a notice of scheduled meetings to be sent to representative partners and interested individuals. Agendas shall be prepared in advance by the Program Coordinator and shall include items as requested by the partners.

The Program Coordinator shall record meeting summaries or minutes at all meetings and shall distribute such minutes to all representative partners and interested parties.

IX. DECISION MAKING

WNY PRISM shall strive to work through consensus (i.e. non-voting agreement by all members present). Should a vote be necessary, a 2/3 majority vote is needed for the passage of any resolution. Resolutions may be voted on during a Steering Committee Meeting, sub-committee meeting or Full Partnership Meeting. Each partner organization shall receive a single vote. Partners must be represented at 50% of the meetings each year to receive a vote and only those partners present at the given meeting may vote.

X. SUB-COMMITTEES

All sub-committees and/or working groups acting on behalf of this partnership shall be made up of those wishing to volunteer for the committee cause or assignment. Sub-committees shall be developed based on need as identified by the partnership and may be either on-going or ad hoc (dissolved after completion of specific task). Possible sub-committees may include: 1) Grants Committee, 2) Education & Outreach Committee, 3) Research Committee, 4) Strategic Planning Committee, 5) Aquatic Invasive Species, 6) Terrestrial Invasive Species, 7) Early Detection, 8) Conservation.

Appendix A: WNY PRISM Steering Committee, 2020

Steering Committee Members	Affiliation
Aaron Heminway	NYS Office of Parks, Recreation and Historic Preservation
Alisia Vilonen	NYS Department of Transportation
Bob Smith	NYS Nursery & Landscape Association, Chestnut Ridge Nursery
Chris Pennuto	Great Lakes Center, SUNY Buffalo State
Colleen Kolb	US Fish & Wildlife Service
Jennifer Dunn	NYS DEC Region 9, Great Lakes Programs
Jonathan Townsend	Roger Tory Peterson Institute & Chautauqua Watershed Conservancy
Lynn Greer	USACE Buffalo District
Marcus Rosten	Buffalo Niagara Waterkeeper
Monica Miles	NY Sea Grant, SUNY Buffalo Great Lakes Program
Paul Fuhrmann	Ecology & Environment, Inc.
Shanna Shaw	USDA Natural Resources Conservation Service
Sharon Bachman	Cornell Cooperative Extension - Erie County
