

**PACD District Employees Committee  
Red Lion Hotel Harrisburg Hershey, Harrisburg, PA**

**10:00 AM July 12, 2017  
Draft Minutes**

**Welcome and Roll Call**

Chairwoman Sandy Thomson welcomed everyone to the meeting and determined that a quorum was present.

*Committee members in attendance:* Sandy Thompson, McKean; Lance Bowes, Venango; Steve Putt, Elk; Don Bowser, Fayette; Mike Price, Beaver; Gretchen Schatschneider, Bucks; Mary Ellen Snyder, Lehigh; Don Bowser, Fayette; John Thatcher, Allegheny; Deborah Wilson, Jefferson.

*Other in attendance:* Terry Fisher, PACD; Nancy DiFiore, USDA-NRCS; Donna Zofcin, Forest County; Susan Marquart, USDA-NRCS; Gwendolyn Crews, USDA-NRCS; Loran Boggs, USDA-NRCS; Jessica Kane, Westmoreland; Kelly McLaughlin, Pike; Michelle Long, Pike; Lynette Gelsing, Lebanon; Zenik Crespo, USDA-NRCS; William McFadden, Lehigh; Holly Miller, Sullivan; Dorne White, Wyoming; Bob Robinson, Wyoming; Cliff Lane, McKean; Elwood Blake, PA DEP

**Minutes of the Preceding Meeting**

The minutes of the previous meeting on January 24, 2017 were provided to members for their review.

A motion was made by Mike Price and seconded by Gretchen Schatschneider to approve the January 24, 2017 minutes. Motion carried.

**Changes for Certified Planners**

Gwendolyn Crews from the USDA-NRCS reviewed changes to the Certified Planner designation. New Guidelines have been developed to improve consistency, improve quality and to provide better technical assistance. Crews emphasized that a financial planner designation is only required for NRCS staff and others that have a financial agreement with NRCS; however districts and others may choose to have staff become certified. Crews provided handouts explaining the new levels of certification and training requirements for each level.



### **Conservation District Training Opportunities – Terry Fisher**

Terry Fisher reported on training opportunities for conservation district staff that PACD and their partners currently have planned. It was noted that a CPESC review course has been scheduled, CREP workshops for partners and producers will be held in August and September 2017, and DEP is in the process of reconfiguring the Fall Chapter 102 training. The committee requested that PACD recommend to DEP that they provide enforcement training for level 3 districts.

### **NACDE Awards for District Leaders and Employees**

Sandy Thompson reported that no nominations have been received and that the deadline has now passed. The committee should be aware of this for next year.

### **Outreach to Non-traditional Groups**

Sandy Thompson led a discussion on the need for outreach to groups that districts typically do not work or interact with. Discussions centered on non-traditional agriculture and conservation practices in urban and suburban areas. The committee will conduct a survey to determine how many districts are involved in non-traditional programs in urban areas and what type of programs and practices are being done. The survey will provide the committee with information on what is being done, the success of existing programs, and will help them to assess the need for support or training for districts who may want to pursue this type of program.

### **Identify and Assess District Staff Needs**

Sandy Thompson asked the committee to identify staff needs and make suggestions. Items that were discussed included:

- On the Job Training
- Outreach Educator Training
- Quick Books and other computer related topics for administrative staff

### **Other Business**

A request was made to change (or rotate times) of the committee meeting to allow members to attend the SCC briefing session.

Jessica Kane, Westmorland questioned the 5 day Train-the-Trainer workshop that DEP said they are required to do. No one on the committee was familiar with this training and will ask PACD to look into it.

### **Adjournment**

*A motion was made by Gretchen Schatschneider and seconded by John Thatcher to adjourn the meeting. Motion carried. Meeting adjourned at 11:02 am.*