

**PACD District Employees Committee
Ramada Conference Center, State College, PA**

**10:00 AM January 24, 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; Gary Stokum, Washington; Mary Ellen Snyder, Lehigh.

Other in attendance: Terry Fisher, PACD; Holly Miller, Sullivan; Shane Kleiner, DEP; Joe Dietrick, Westmoreland; Randi Tyler, PACD; Lynn Siek, NRCS; Nancy DiFiori, NRCS; Tricia McIntire, Clarion; Jeff Sholly, PACD; Nathan Brophy, PACD; Andrew Wodehouse, PACD; Philip Wilson, PACD.

Minutes of the Preceding Meeting

The minutes of the previous meeting on July 27, 2016 were provided to members for their review.

A motion was made by Gretchen Schatschneider and seconded by Mike Price to approve the July 27, 2016 minutes. Motion carried.

Leadership Development Committee Update

Karen Books, DEP and Johan Berger, SCC reported that the Leadership Development Committee have four leadership training initiatives going on at this time. They are:

1. The Conservation District Staff Conference on March 8 & 9. Help is still needed on the panels.
2. Four Regional Board / Staff Trainings on March 3, 20, 28 & 31. An accountant familiar with district audits is needed to help present at workshops in western PA.
3. The Conservation District Manager's Summit on June 6 & 7. Ideas and presenters for this event can be forwarded to Mike Lovegreen.
4. The District Manager's Bootcamp for managers with less than 5 years' experience.

It was also reported that the Leadership Development Coordinator's position is still pending at this time.



Conservation District Training Opportunities – Terry Fisher

Terry Fisher reported on training opportunities for conservation district staff that PACD and their Partners currently have planned for 2017.

The committee recommends PACD look into sponsoring another Certified Professional in Erosion and Sedimentation (CPESC) certification training event sometime in 2017. This training improves quality of work of staff and strengthens their credibility with the regulated community.

A need for a new District Mentoring Program was expressed. Shane Kleiner reported that the Leadership Development Committee is looking into this.

NACDE Awards for District Leaders and Employees

Sandy Thompson led a discussion on the nomination process for the NACDE awards for District Leaders and Employees. These awards are presented to recognize professionalism and dedication in current district employees. Nominations for these awards should be sent to Sandy Thompson by May 31, 2017.

PACD Engineering Assistance Program Presentation (TAG)

Five PACD staff members with the Engineering Assistance Program (TAG) were in attendance. Randi Tyler, PACD Conservation Technician in the Clarion Office, directed a presentation on the TAG program and how it supports the districts. Districts are encouraged to contact their TAG office early when planning a project.

Identify and Assess District Staff Needs

The committee discussed additional staff needs and identified four items.

- The committee discussed a need for On the Job Training for new technicians.
- Efforts to reach non-traditional areas was discussed.
- The committee discussed forming a district employees association similar to the association in New York. Sandy Thompson will research the advantages and benefits of such an association and report at the next meeting.
- The committee discussed how to attract younger and more diverse candidates to staff and committee positions. Internship positions and outreach to non-traditional communities or groups was discussed.
- Potential training for Outreach Educator's as there seems to be a gap for them.

Adjournment

A motion was made by Gretchen Schatschneider and seconded by Steve Putt to adjourn the meeting. Motion carried

The meeting was adjourned at 10:59 AM.