



**CONSERVATION DISTRICT MANAGEMENT SUMMIT 2018**  
**September 5 & 6, 2018 - The Ramada Inn, State College PA**  
**Wednesday September 5 – Nittany Room**

9:00 – 9:30 AM	<b>Registration</b>
9:30 – 10:00 AM	<b>Welcome, Overview and Introductions</b> <i>Matt Miller, PACD</i>
10:00 – 12:00 PM	<b>Segregation of Duties and Financial Oversight</b> <i>Greg Hall, Smith Elliott Kearns &amp; Co LLC</i> Attendees of this session will: <ul style="list-style-type: none"><li>• Understand the definition of segregation of duties and its importance in district financial management</li><li>• Receive practical guidance on how to implement this practice in district fiscal operations</li><li>• Learn about cyber security issues that could affect district operations</li></ul>
12:00 – 1:00 PM	<b>Lunch - Atrium</b>
1:00 – 2:00 PM	<b>Demystifying Delegation and Contract Agreement Revenue Account Codes</b> <i>Fred Fiscus &amp; Karen Books, DEP</i> The session will include a review of CDFAP funding sources and revenue flow, as well as an introduction of the concept requiring a financial spreadsheet that tracks district staff salaries, benefits, and all other district costs vs. revenue sources, to be submitted to the SCC.
2:00 – 2:30 PM	<b>Strategic Planning Grants Program</b> <i>Johan Berger, SCC &amp; Matt Miller, PACD</i> The PA Leadership Development Strategic Grants program will be discussed, including background and requirements, as well as feedback from districts that have recently undertaken this process.
2:30 – 2:45 PM	<b>Break</b>
2:45 – 4:00 PM	<b>Leadership Development Resources Review</b> <i>Karen Books, DEP, Matt Miller &amp; Brenda Shambaugh, PACD</i> A review of PA Leadership Development resources (online and print) and toolkits, along with a survey on how these resources are being utilized and delivered, and a discussion of management training topics that have been requested for 2019.
<b>Dinner – On your own</b>	

## Thursday September 6, 2018 – Nittany Room

**Breakfast** – On your own

8:00 – 10:00 AM

### **Time Management Strategies for Effective Managers**

*Mary Kay Williams, Mindshift Consulting*

This session will help managers to maximize their supervisory effectiveness by:

- Exploring time management mistakes and aspects of your life that affect your use of time
- Reviewing the four quadrants of time management
- Discussing effective time management strategies

10:00 – 10:15

### **Break**

10:15 – 12:30 PM

### **Workplace Sexual Harassment in the Era of #metoo**

*Adam Long, McNess Wallace & Nurick LLC*

Workplace sexual harassment has garnered national attention and become a significant source of potential liability for employers. This interactive session will provide a comprehensive overview of sexual harassment law and best practices for districts to reduce the risks presented by sexual and other forms of unlawful discriminatory harassment, including:

- What constitutes sexual harassment under the law
- How to handle consensual workplace relationships
- What to do before and after you receive a complaint of possible harassment and steps for investigating complaints of harassment

12:30 – 1:30 PM

### **Lunch – Atrium**

1:30 – 3:30 PM

### **Managing Respectful Workplaces**

*Mary Kay Williams, Mindshift Consulting*

This session will help managers to:

- Identify the communication cycle and discuss the impacts of verbal and non-verbal communication regarding respect in the workplace.
- Understand and appreciate the dimensions of diversity and the differences in generations in the workplace.
- Understand the manager's role in establishing expectations and ground rules for a respectful workplace.

3:30 PM

### **Management Summit adjourn**

### **Optional additional session for Chesapeake Districts**

3:30 – 4:15 PM

### **Chesapeake Bay WIP and Ag Inspection Program**

*Kristen Wolf, Douglas Goodlander and Jill Whitcomb, DEP*

DEP staff will discuss the county-based WIP local planning process and Chesapeake Bay Ag Inspection Program. DEP will request input and constructive feedback from the District Managers on Phase 2 of the Ag Inspection Program.