

**PACD District Employees Committee  
Toftrees Golf Resort, State College, PA  
January 17, 2018**

**Welcome and Roll Call**

Chairwoman Sandy Thompson welcomed everyone and called the meeting to order at 10:00 AM.

*Committee members in attendance:* Steve Putt, Elk; Lance Bowes, Venango; Mike Price, Beaver; Joe Dietrick, Westmoreland; Mary Ellen Snyder, Lehigh; John Thatcher, Allegheny; Gretchen Schatschneider, Bucks; Sandy Thompson, McKean; Bob Sweitzer, Centre.

*Guests in attendance:* Molly Burns, PACD; Phil Wilson, PACD; Luke Vanasdalan, PACD; Jeff Sholly, PACD; Diana Dellinger, NRCS; Nancy DiFiore, NRCS; Nathan Brophy, PACD; Andrew Wodehouse, PACD; Randi Tyler, PACD; Donna Zofcin, Forest; Jeff Werner, NRCS; Amanda Coleman, NRCS; Kelly McLaughlin, Allegheny; Bill Dietrick, Union; Tori Welliver, Sullivan; Jack Dehoff, York; Piper Sherburne, Berks.

**Minutes of Previous Meeting**

The minutes of the previous meeting were provided for review.

*It was moved by Gretchen Schatschneider and seconded by Steve Putt to approve the minutes of the July 17, 2017, meeting. Motion carried.*

**Conservation District Training Opportunities**

Molly Burns provided highlights from a written report on upcoming training opportunities PACD is coordinating for conservation districts.

**Leadership Development Coordinator Status**

Molly Burns reported that PACD will move forward with the process of hiring a leadership development coordinator as soon as a signed contract is in place. The State Conservation Commission is working on contract preparations now.

**Identify and Assess District Staff Needs**

The group discussed the need for additional 102/105 training. Bucks is coordinating formal first aid training for their staff. They are also holding a one-day safety training session and a one-day training course in Excel. Both are open to other districts on a space-available basis. This could be duplicated statewide. Lehigh has individual development plans and identifies training needs using this tool. The group discussed whether regions could use Skype or some other webcasting agent to share training opportunities. Bucks used lynda.com to provide training for their staff.

**Timber Harvest Plan Packet**

Sandy Thompson reported that the workgroup to update the packet have completed updates, so that the packet better corresponds with the current E&S manual. The SCC is going to provide the

packet to DEP, who will then need to approve it. It was asked if DEP would be providing training on the packet. Molly Burns noted that this would be a good topic for topic-based 102/105 training, should the packet be approved. The group discussed the need to educate timber harvesters, as well. They are often not aware that they need an E&S plan. Sandy Thompson noted that SFI has a list of trainings to obtain certification. It was also noted that McKean and surrounding counties rotate hosting training sessions for the regulated community.

### **Independent Development Plans (IDP)**

Lance Bowes reported that he would like to create template IDP for 102/105 technicians, ag technicians, watershed specialists, etc. The IDP would include benchmarks that arise during the regular course of work – dealing with complaints, for example – as well as what training is available, when, and who does it. Lance will develop a template for the committee to review.

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

The group discussed potential nominees for the NACDE awards. Sandy noted that the meeting is in mid-July and she expects to need names by mid-May. Categories are District Employee (Regional), District Employee (Local), and District Leader Award (Regional).

### **Northeast NACD Capacity Building Pilot Project**

Sandy Thompson reported on a proposed region-wide meeting, April 23-25, 2018, in Newburg, New York, to identify capacity and leadership challenges in the Northeastern states. The goal is to strengthen conservation district boards and bring in new generations. Topics include attracting new people to conservation, increasing diversity, how to engage younger people, developing profiles for officials and staff (shared expectations and qualities), and more.

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

The committee discussed the need for outreach to non-traditional groups, this committee's role in outreach to these communities, and the need to survey districts on their outreach efforts, both for examples and as a discussion starting point. It was reported that NACD is holding a webinar shortly on this and that there are grants out there for urban and other non-traditional agriculture.

### **Internship Opportunities**

The committee discussed opportunities to work with young people through internships. RC&D Councils used to have a program. What opportunities are there to provide paid internships today? Work-study programs through schools? Who are participating schools? Americorps? The committee asked if PACD could help provide a clearinghouse for opportunities or if this could be a potential mini-grant program. The grants could be project-specific – i.e. building in the cost for an intern to work on a specific project. Greetchen Schatschneider and Sandy Thompson volunteered to help with this project.

### **Adjourn**

*It was moved by Lance Bowes and seconded by Joe Dietrick to adjourn the meeting. Motion carried.*

The meeting was adjourned at 10:59 AM.