

**PACD District Employees Committee  
DoubleTree Resort by Hilton Hotel, Lancaster  
July 17, 2018**

**Welcome and Roll Call**

Chairwoman Sandy Thompson welcomed everyone and called the meeting to order at 1:45 PM.

*Committee members in attendance:* Lance Bowes, Venango; Mary Ellen Snyder, Lehigh; John Thatcher, Allegheny; Gretchen Schatschneider, Bucks; Sandy Thompson, McKean; Don Bowser, Fayette; Michelle Long, Pike; Deborah Wilson, Jefferson.

*Guests in attendance:* Amy Salansky, PACD; Matt Miller, PACD; Sherry Dumire, McKean; Donna Zofein, Forest; Jaci Harner, DEP; Dennis Beck, Cambria; Susan Marquart, NRCS; Susan Moon, Somerset; Holly Miller, Sullivan; Nancy DiFiore, NRCS; Mark Davidson, Lycoming; Tom McClure, Erie; Sharon Plekham, Northampton; Mark Kimmel, York; Carl Goshorn, Cumberland; Chuck Duritsa, Westmoreland; David Stoner, Franklin; Nancy Corbin, Columbia.

**Minutes of Previous Meeting**

The minutes of the previous meeting were provided for review.

*It was moved by Lance Bowes and seconded by Gretchen Schatschneider to approve the minutes of the January 17, 2018, meeting. Motion carried.*

**Conservation District Training Opportunities**

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

**Leadership Development Coordinator Status**

Matt Miller provided an update on Leadership Development events & planning, including management summit and updating the paleadership.org website.

**Outreach to Non-traditional Groups**

Sandy Thompson discussed survey (see attached results) of attitudes on outreach to non-traditional groups, and outreach activities to these non-traditional audiences. Gretchen Schatschneider requested to include quick synopsis/employee panel on this survey at the upcoming management summit in September and Michelle Long suggested following up with session at staff conference in February 2019.

**Individual Development Plans**

Sandy Thompson, Mary Ellen Snyder and Michelle Long shared input on developing/creating individual professional development plans. Michelle suggested linking to online training resources at paleadership.org. The committee discussed ways to develop a template for a



planning form and the possibility of presenting this new resource at a future management summit.

### **Internship Opportunities**

Sandy Thompson suggested a collective approach to attracting/recruiting interns. Gretchen Schatschneider shared her experience with internship management and offered to prepare a report including her intern policy. Lance Bowes and Michelle Long emphasized the importance of a formal & specific task-based job description for interns. Funding sources for paid internships were also discussed by the committee and guests. Chuck Duritsa shared his positive experience with AmeriCorps volunteer program. Sandy Thompson suggested a panel discussion on internship programs at upcoming management summit.

### **Identify and Assess district staff needs**

Sandy Thompson suggested investigating resources for QuickBooks training for staff. The committee and guests discussed various challenges with QuickBooks training and possible approaches to developing training. Sandy Thompson offered to survey districts on QuickBooks training needs. Mary Ellen Snyder also requested that planning training be included in watershed specialist events, and the committee discussed possible issues with liability.

### **Adjourn**

*It was moved by Michelle Long and seconded by Deborah Wilson to adjourn the meeting. Motion carried.*

The meeting was adjourned at 2:43PM.