

**PACD District Employees Committee  
Genetti Hotel, Williamsport, PA  
July 17, 2019  
Minutes**

**Welcome and Roll Call**

Chair-woman Sandy Thompson welcomed everyone and called the meeting to order at 10:02 AM.

*Committee members in attendance:* Lance Bowes, Venango; Holly Kaplan, Lehigh; Michele Long, Pike; Mike Price, Beaver; Bill Royer, Lehigh; Jenna St. Clair, Schuylkill; John Thatcher, Allegheny; Gretchen Schatschneider, Bucks; Sandy Thompson, McKean;

*Guests in attendance:* Amy Brown, PACD; Matt Miller, PACD; Nick Yeagy, PACD; Willie Null, Clearfield; Kelly McLaughlin, Allegheny; Donna Zofcin, Forest; Doug Beri Jr., Indiana; Mark Kimmel, York; Jay Russell, Merceer; Jessica Buck, Montgomery; Susan Marquart, USDA NRCS; Katie Doster, Lebanon.

**Minutes of Previous Meeting**

*It was moved by Mike Price and seconded by Gretchen Schatschneider to approve the minutes of the January 30, 2019, meeting. Motion carried.*

Doug Berry from Indiana County suggested the districts should complete a Diversity, Equity & Inclusion (DEI) Survey.

Doug will supply a survey from the clean water coalition to Sandy. A survey will be produced through survey monkey and sent out to managers. The results will be brought back to this committee in January.

**Conservation District Training Opportunities**

Amy Brown 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.



### **Salary & Benefits Survey**

After much discussion on the past salary survey, the committee formed a small sub-committee (Gretchen Schatschneider , Michelle Long, Holly Kaplan and Bill Royer) to strategize as to whether a new survey is needed or a consultant should be hired to be available to districts on any and all human resource questions such as retirement, salary, flextime, employee retention. The results will come back to the main committee in January.

### **Quickbooks Training & Needs – Status of Workgroup**

Michelle reported that the SCC has formed a group to meet and discuss a standard chart of accounts for districts. The first meeting is the end of July.

### **Adjourn**

*It was moved by Lance Bowes and seconded by Mike Price to adjourn the meeting.*

*Motion carried.*

The meeting was adjourned at 11:04 AM.

