

**PACD District Employees Committee  
Zoom Meeting  
January 10, 2025  
10:00 AM**

**Minutes**

**Welcome and Roll Call**

Holly Kaplan welcomed everyone and called the meeting to order at 10:03 AM.

*Committee members in attendance:* Jamie Knecht, Wayne; Sandy Thompson, McKean; Jeff Holcomb, McKean; Holly Kaplan, Lehigh; Rob Shannon, Centre; Jenna St. Clair, Schuylkill; Kristina Heaney, Monroe; Ray Gorman, Cambria

*Guests in attendance:* Brenda Shambaugh, PACD; Holly Miller, PACD; Matt Miller, PACD; Amanda Coleman, NRCS; Abby Frey, Columbia; John Dryzal, Cambria; Daniel Hausman, PACD; Chris Thompson, Lancaster; Tara Burnham, Pike

**Minutes of Previous Meetings**

The minutes of the previous meeting were emailed for review.

*It was moved by Rob Shannon and seconded by Jeff Holcomb to approve the minutes of the June 25, 2024, meeting. Motion carried.*

**Conservation District Training Opportunities**

Holly Miller, PACD Program Manager, shared information on training opportunities coordinated by PACD and provided a list showing 2025 training opportunities offered by PACD.

**Leadership Development Program**

Matt Miller, PACD Leadership Development Program Manager, shared information on 2025 training opportunities coordinated by PACD and Leadership Development.

**Identify and Assess District Staff Needs**

Holly Kaplan mentioned the ongoing need for PK training. No new updates are available. Brenda Shambaugh recommended reaching out to Carl DeLuca at DEP if you have staff who need PK training.

John Dryzal gave an update from the Ad Hoc Committee. The group will be sharing a survey with conservation districts to find out the following: who has been utilizing the salary survey to increase salaries, how successful this has been, if staff retention has been approved, funding needs, etc.

Chris Thompson asked if there are recommended Clean Water Academy (CWA) course lists that can be used for onboarding new staff. An E&S tech list is currently available on CWA. Holly will work with Kelly Davidson at PACD to find out more information.

**Adjourn**

*It was moved by Jeff Holcomb and seconded by Holly Kaplan to adjourn the meeting. Motion carried.*

The meeting was adjourned at 10:36 AM.

DRAFT