

**PACD District Employees Committee  
Zoom Meeting  
June 20, 2025  
10:00 AM**

**Minutes**

**Welcome and Roll Call**

Holly Kaplan welcomed everyone and called the meeting to order at 10:02 AM.

*Committee members in attendance:* Holly Kaplan, Lehigh; Jenna St. Clair, Schuylkill; Ray Gorman, Cambria; Jeff Pflug, Beaver; Kate Wehler, Elk

*Guests in attendance:* Amy Brown, PACD; Holly Miller, PACD; Shannon Wehinger, PACD; Tom McClure, Erie; Doug Beri, Indiana; John Dryzal, Cambria; Tara Burnham, Pike

**Minutes of Previous Meetings**

The minutes of the previous meeting were emailed for review.

*There was no quorum, therefore, there was no motion made to approve the minutes of the January 10, 2025, meeting.*

**Conservation District Training Opportunities**

Holly Miller, PACD Program Manager, shared information on training opportunities coordinated by PACD and provided a list showing 2025-2026 training opportunities offered by PACD and Leadership Development.

**Great Lakes Commission Presentation**

Tom McClure, Erie County Conservation District Manager, shared information about the Great Lakes Commission Conservation District Workforce Development Project.

The project identifies challenges the conservation districts encounter like retaining employees, securing grant funding, training for staff, and having enough certified plan writers, to name a few. The group is looking into strategies to overcome these challenges and is working with a research team from Ohio State University to compile data.

**Indiana Apprenticeship Program**

Doug Beri, Indiana County Conservation District Executive Director, explained the new apprenticeship program they are working on with the SCC.

The grant comes from the PA Department of Labor and Industry and the idea is to offer an apprenticeship and on-the-job training to people without a degree with the goal of eventually being hired full-time by conservation districts and other conservation partners.

**Identify and Assess District Staff Needs**

Jenna St. Clair identified a need to streamline and shorten the process of obtaining a nutrient management certification. Others agreed that we should meet with partners to figure out how we can accomplish this.

Doug Beri said the salary survey of 2023 helped him adjust his employees' salaries and is hopeful it helped other districts as well. Everyone agreed this would be a valuable project to revisit every couple of years.

Holly Kaplan asked if anyone has a employee handbook template and policies they could share.

### **Adjourn**

The meeting was adjourned at 11:03 AM.

DRAFT