

**PACD District Employees Committee
Zoom Meeting
January 9, 2026
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: Holly Kaplan, Lehigh; Jenna St. Clair, Schuylkill; Ray Gorman, Cambria; Kate Wehler, Elk; Rob Shannon, Centre; Kristina Heaney, Monroe; Jamie Knecht, Wayne

Guests in attendance: Amy Brown, PACD; Holly Miller, PACD; Matt Miller, PACD; Molly Bengs, PACD; Emil Bove, Westmoreland; Karen Lochman, Delaware; John Dryzal, Cambria; Tara Collier, Perry

Minutes of Previous Meetings

The minutes of the previous meeting were emailed for review.

It was moved by Jamie Knecht and seconded by Rob Shannon to approve the minutes of the January 10, 2025, and June 20, 2025, meetings. Motion carried.

Resources for Conservation District Staff

The group reviewed goal 2A of PACD's draft strategic plan with the group. This goal states: to establish a resource library to share documents and resources and establish a communications hub to provide more flexible communication between districts.

The group discussed some possible tools including Google, Teams, and Slack.

Kate Wehler volunteered to work with her staff to research tools and bring information back to the managers at the next managers' meeting.

District Staff Needs & Recruitment and Retention

Special training needs like CPESC, CBLP, wetlands ID, etc. were discussed. Holly Kaplan offered to reach out to conservation district managers to determine staff needs and requests.

The group is also gearing up to work on another salary survey. It was recommended that we reach out to DEP for salary information and to other state associations for salary and recruitment and retention information.

It was moved by Kate Wehler and seconded by Ray Gorman for John Dryzal to bring the suggestion of incorporating the cost of 3–5-year salary studies into the PACD dues structure to the Ways and Means Committee.

DE Committee Looking Forward

Roles and Responsibilities for the District Employee Committee were provided. Matt described how committees will be moving forward with the strategic plan. Our goal is innovation.

2026 Staff Training Initiative

Matt Miller reviewed the 2026 staff training initiative

Adjourn

The meeting was adjourned at 11: by Holly Kaplan and Ray Gorman

DRAFT