

**PACD District Employee Committee Meeting  
Toftrees Golf Resort, State College, PA  
January 30, 2019 | 10:00a.m.-11:00a.m.**

**MINUTES**

*Committee Chair Sandy Thompson, Mckean County Conservation District*

*Committee members in attendance:* Lance Bowes, Venango, Michele Long, Pike, Gretchen Schatschneider, Bucks, Jenna St. Clair, Schuylkill, Bob Sweitzer, Centre, Mike Price, Beaver, John Thatcher, Allegheny

*Guests in attendance:* Matt Miller (notetaker), PACD, Amy Brown, PACD, Jason Childs, Potter, Marc Kimmel, York, Katie Doster, Lebanon, Kelly McLaughlin, Allegheny, Karen Books, DEP, Charles Hanner, NRCS, Nancy DiFiore, NRCS, Susan Marquart, NRCS, Lynn Sick, NRCS, Jo Ann McCready, Lawrence, Bill Mihalco, Westmoreland, Adam McClain, Adams, Ed Wilkinson, Adams, Adam Schellhammer, Monroe, Tom McClure, Erie, Nancy Corbin, Columbia

The meeting was called to order at 10am. There was a quorum.

**Welcome and Introductions**

Committee Chair Sandy Thompson welcomed everyone to the meeting.

**Approval of July 2018 Meeting Minutes**

The minutes of the previous meeting on July 17, 2018 were provided to members for review. There was a quorum present to approve the minutes.

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

**Conservation District Training Opportunities**

Amy Brown provided an update on the 2019 Conservation District Training Opportunities. Sandy Thompson asked a question re: inclusion of ePermitting topic on the agenda for Spring Chapter 105 training events.



## **Leadership Development Program**

Matt Miller provided an update on the Leadership Development Program, including the 2019 Staff Conference and 2019 Regional Director Trainings.

## **Quickbooks Training & Needs**

- Sandy Thompson discussed the results of the QuickBooks survey that was sent to all districts in the state.
- Bob Sweitzer shared detail on bookkeeping methodology in Centre County and discussed the possibility and need for a standardized chart of accounts for districts.
- Karen Books reported that the SCC is looking at forming a work group to determine best course of action to standardize district accounting.
- Lance Bowes inquired about funding sources for software upgrades and training.
- Adam McClain reported positively about the recent QuickBooks upgrade in Adams.
- Michele Long suggested that the role of the District Employee Committee in this process should be to continue to press the SCC to move forward with concrete planning.
- Sandy Thompson recommended that a work group could be formed that would consist of representatives from each region, including managers, staff, and directors, as well as DEP, SCC, PACD & Leadership Development and outside accountants. The purpose of this group would be to communicate with and support the SCC's efforts to standardize district accounting and to represent the interests of the districts in the process.

*It was moved by Mike Price and seconded by Michele Long to recommend that PACD & the SCC form a workgroup with representation from DEP, SCC, PACD, an accountant and at least one district staff or manager from each region to communicate district interests and support the standardization of district accounting systems and financial reporting. Motion carried.*

## **Internship Opportunities**

Sandy Thompson reported on information from Penn State pertaining to Internship Opportunities for conservation districts. Gretchen Schatschneider that she has used standardized internship policy examples that were distributed by PACD and suggested these materials be updated and made available again. Michele Long expanded on this idea and suggested inclusion of information from local/regional workforce development boards on grant-based funding sources and outreach to colleges re: credits tracking for interns. Michele and Gretchen agreed to organize this information.



**Identify and Assess district staff needs**

Adam Schellhammer asked about funding for setup of ePermitting (including software and hardware such as widescreen monitors and large-format printers).

**Adjourn**

*Gretchen Schatschneider motioned to adjourn, seconded by Michele Long. Motion carried.*

The meeting was adjourned at 11 a.m.

