

**PACD District Employees Committee  
Zoom Meeting  
January 12, 2021  
10:00AM**

**Minutes**

**Welcome and Roll Call**

Chairwoman Jamie Knecht, Wayne County Conservation District, welcomed everyone and called the meeting to order at 10 a.m.

*Committee members in attendance:* Jamie Knecht, Wayne County; Sandy Thompson, McKean County; Mike Price, Beaver County; Lance Bowes, Vanango County; Jeff Pflug, Beaver County; Eric Nyerges, Union County; Jenna St. Clair, Schuylkill County; Rob Shannon, Centre County

*Guests in attendance:* Amy Brown, PACD; Brenda Shambaugh, PACD; Molly Burns, PACD; Diane Young, PACD, Matt Miller, PACD; John Dryzal, Cambria County; Chelsey Ergler, Blair County; Carrie Richmond, Sullivan County; Donna Zofcin, Forest County; Susan Marquart, NRCS; Janet Creegan, Northampton County.

**Minutes of Previous Meeting**

The minutes of the previous meeting were emailed for review.

*It was moved by Sandy Thompson and seconded by Mike Price to approve the minutes of the July 10, 2020 meeting. Motion carried. Jeff Pflug abstained.*

**Conservation District Training Opportunities – PACD**

Amy Brown, PACD program manager shared information on training opportunities coordinated by PACD and provided a list showing all 2021 training opportunities offered by PACD.

**Leadership Development**

Matt Miller, PACD Leadership Development, shared information on the upcoming Leadership Development training. This year's topics include Mental Health, Team Cohesion During Remote Work, Conflict Resolution for Conservation Workers in Field, and Tools & Technology. Board leadership webinar topics include Ethics and Conflict of Interest, with a workshop on the Role of the Board Committee in Planning. Regarding the Chesapeake Bay Program Conservation District and PA Agency Staff Meeting, this year's meeting will be virtual and split between 2 days.

**NACDE/NCDEA & NACD Annual Meeting**

Sandy Thompson gave a report on the annual meeting, clarified her role within NACD, and encouraged participation in the 2021 meeting 2/1/21-2/10/21 ([nacd.org](http://nacd.org)) to learn what CD's are

doing in other states. She noted that NCDEA sends out helpful information regarding conservation planning on a weekly basis (ncdea.us).

### **Year of Service Awards**

Sandy Thompson discussed this year's "Years of Service Awards," and the consensus was to continue the program in 2021.

### **Identify and Assess District Staff Needs**

Jamie Knecht asked for input regarding internal activities other Districts have done to enhance morale and mental health during remote working. Lance holds weekly meetings to stay connected to staff; Sandy also encouraged staff meetings to maintain relationship & connection, and to keep the lines of communication open. Brenda begins weekly staff meetings by encouraging staff to share one or two good things that happened in their lives.

Sandy inquired about the status of QuickBooks training. Jamie offered to follow up with Karen Books regarding previous discussions and progress made. Jamie noted that her District received a grant through Workforce Development (part of a Covid-relief program) which offers college-level classes free of charge; some of the classes are Website Development & Design, Microsoft Office, and QuickBooks.

John Dryzal expressed the need for cross-training for administrative staff (specifically QuickBooks).

### **Adjourn**

*It was noted that the next meeting will take place in July 2021. A motion was made by Lance Bowes and seconded by Mike Price to adjourn the meeting. Motion carried.*

The meeting was adjourned at 10:40 AM.