

**PACD District Employees Committee
Zoom Meeting
July 17, 2026
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; Kyle Schutt, Schuylkill; Ray Gorman, Cambria; Kate Wehler, Elk; Kristina Heaney, Monroe; Sandy Thompson, McKean; Jeff Pflug, Beaver

Guests in attendance: Holly Miller, PACD; Matt Miller, PACD; Emil Bove, Westmoreland; John Dryzal, Cambria; Doug Beri, Indiana

Minutes of Previous Meetings

The minutes of the previous meeting were emailed for review.

It was moved by Kate Wehler and seconded by Ray Gorman to approve the minutes of the January 9, 2026 meeting. Motion carried.

Resources for Conservation District Staff

The group reviewed goal 2A of PACD's draft strategic plan. 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.

As a follow up to the discussion in January, Kate Wehler gave a report on what her and her team discovered about Slack and some other platforms. Some concerns that are arising in the search are cost effectiveness and accessibility. More conversations will continue at the management summit.

District Staff Needs & Recruitment and Retention

The group reviewed district staff training needs.

- CPESC training will be offered this year on October 15, and more details will be coming soon.
- QuickBooks forums are being offered by leadership development for staff to share information and mentor. The group discussed accounting tools, accounting resources, and discounts.
- Training opportunities that include participation from the regulated community were reviewed

Doug Beri gave a report on the Northeast Conservation District Employees Association. A survey is being shared to determine how the association can evolve to better assist it's members.

Another salary & benefits study is needed to help districts will employee recruitment and retention. There will be related topics at the management summit, and we will discuss more about conducting the study.

Leadership Development

Matt Miller gave a report on upcoming leadership development training and events.

Adjourn

The meeting was adjourned at 11:12am by Kate Wehler and Jeff Pflug.

DRAFT