

# **West Virginia Conservation Agency**



## **District Supervisor Certification / Orientation**

# Agenda

## Monday, December 14, 2008

10:00 a.m.	WELCOME OATH OF OFFICE
10:30 a.m.	OVERVIEW OF SUPERVISOR MANUAL & AGENDA
12:00 - 1:00 p.m.	Lunch
1:00 - 2:45 p.m.	BREAKOUT SESSIONS
2:45 - 3:15 p.m.	Break
3:15 - 4:45 p.m.	BREAKOUT SESSIONS
4:45 - 5:00 p.m.	Break
5:00 p.m.	Dinner

## **Tuesday, December 16, 2008**

7:00 - 8:00 a.m. Breakfast

8:15 - 10:00 a.m. BREAKOUT SESSIONS

10:00 - 10:30 a.m. Break

10:30 - 12:00 p.m. BREAKOUT SESSIONS

12:00 - 1:00 p.m. Lunch

1:15 - 3:00 p.m. BREAKOUT SESSIONS

3:00 - 3:30 p.m. Break

3:30 - 5:00 p.m. BREAKOUT SESSIONS

5:00 p.m. Dinner

## Wednesday, December 17, 2008

7:00 - 8:00 a.m. Breakfast

8:00 - 10:00 a.m. INDIVIDUAL DISTRICT BREAKOUT

8:00 - 10:00 a.m. DISTRICT INFORMATION SESSION  
*-photos, ID cards, paperwork, Conflict of Interest, district photo, etc.*

10:00 - 12:00 p.m. INDIVIDUAL DISTRICT BREAKOUT

10:00 - 12:00 p.m. DISTRICT INFORMATION SESSION

12:00 p.m. Lunch

1:00 p.m. QUESTION AND ANSWER SESSION  
-ADJOURNMENT-

Breakout Sessions Running Consecutively						
	A Watershed Structures	B Watershed Streams	C Administration	D Fiscal	E Meeting Protocol	F Available Resources & References
<b>Group 1</b>	1	2	3	4	5	6
<b>Group 2</b>	2	3	4	5	6	1
<b>Group 3</b>	3	4	5	6	1	2
<b>Group 4</b>	4	5	6	1	2	3
<b>Group 5</b>	5	6	1	2	3	4
<b>Group 6</b>	6	1	2	3	4	5
** Each group will rotate through each of the 6 topic areas.						

The background of the slide is a photograph of the United States flag waving in the wind. The flag is shown from a low angle, with the stars and stripes clearly visible. The colors are slightly desaturated, giving it a soft, blue-tinted appearance. The text is overlaid on the flag.

Breakout Sessions

and

Topics

The background of the slide is a faded, light blue-tinted image of the United States flag, showing the stars and stripes waving. The text is overlaid on this background.

**Breakout Session 1**

# **Watershed Structures**

Operation & Maintenance

Dam Monitor

Emergency Action Plans

The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes in shades of blue, white, and red. The flag appears to be waving in the wind.

**Breakout Session 2**

# **Watershed Stream Programs**

CCR

Legislative

EWP

CCAP

SPRP

Permitting





**Breakout Session 3**

# **Administration**

Travel

Perdiem

BRIM

The background of the slide is a blue-tinted image of the United States flag waving. The stars and stripes are visible, though the colors are muted due to the blue overlay.

## Breakout Session 4

# Fiscal

Funds Transfer

Budgets

LOR's

Agreements

Plans of Work

Audits

Administrative Fees



**Breakout Session 5**

**District Meeting Protocol**

Ethics

Robert's Rules

# **Available Resources & References**

Roles of NRCS, FSA, US Army Corp of Engineers, WVACD

Education Programs

WV Lime Incentive Program

Multiflora Rose Program

Grasslands

# Conclusion

- Each Conservation District Supervisor will be certified after completing the orientation.
- For more information contact:
  - Carolyn Hefner, Assistant to the Executive Director  
West Virginia Conservation Agency  
[chefner@wvca.us](mailto:chefner@wvca.us)  
304-558-2204

