

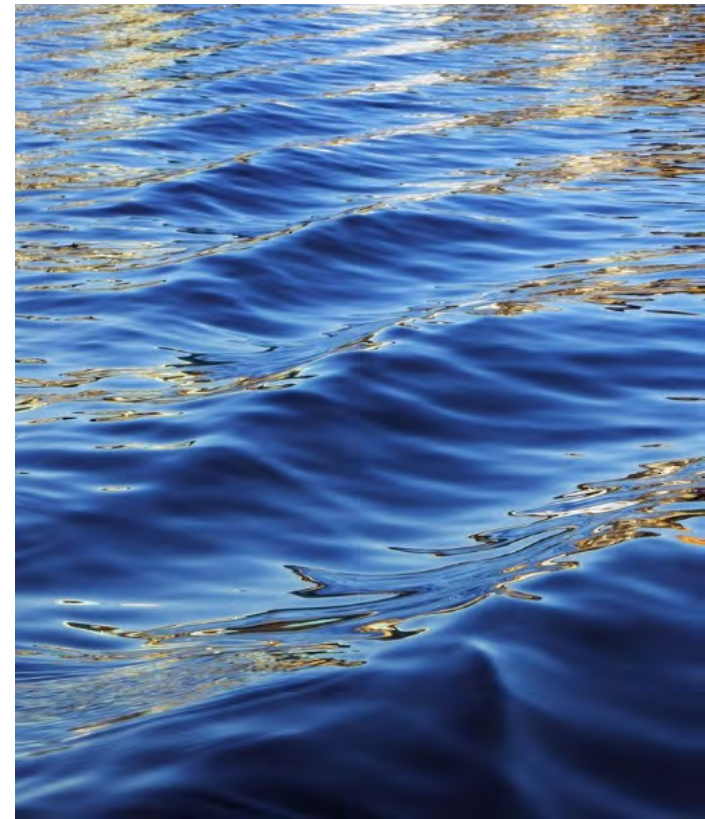
OKLAHOMA CONSERVATION

COMMISSION

Oklahoma's Conservation
Partnership

All District Employee
Training

Our Land • Our Heritage • Our Future



The Situation

- 30% of Conservation District Staff have 5 years or less experience with the district.
- At the time of training there were about 105 district employees statewide.
- For the past 4 years; districts have been sharing staff and being asked to do more and more with less.
- We kept hearing the same thing, over and over again: “We Need Training!”
- When asked “What do you need training on?” The response we got was “EVERYTHING!”

Directive from the Commission

Correspondence sent by OCC, Exec. Director:

- It is every Conservation District's and Employee's duty to take advantage of this training.
- All Districts with full-time employees – this training is mandatory.
- Any request for exemption to the mandatory attendance must be made in writing by the District Board to the Executive Director prior to the training.

Directive from the Commission

Mandatory Conservation District Training

When: April 2 & 3, 2019

Where: Wyndham Garden Hotel, Oklahoma City

Funding: A request was made to Districts to fund their employees travel if possible. The Oklahoma Conservation Partnership will cover travel, room and meals for any district employees whose district does not have the funds available.

Training Sponsors



Oklahoma's Conservation Districts



9:00 – 9:30

General Opening Session

Ice Breaker/Introduction of Agencies & Partnership

9:30 – 10:15

Cost Share: Rolling Out Program Year 20

Tammy Sawatzky | OCC Conservation Programs Division Director

10:15 – 11:00

Who is OACD & What Can They Do for My District?

Sarah Blaney | OACD Executive Director

11:00 – 11:15

Break

11:15 – 11:45

Understanding the NRCS Partnership

Gary O’Neill | NRCS State Conservationist

Dana Davis | NRCS Team 14 District Conservationist

11:45 – 12:35

Lunch

Visit with a Conservation District Director

Phil Campbell | Oklahoma County Conservation District



Conservation District Employee Training

Day 1 - Continued

Tuesday, April 2, 2019

9:00 AM – 4:15 PM

12:30 – 1:30

Payroll, Leave, & Longevity

Clancy Green | OCC Administrative Programs Officer

1:30 – 2:30

Taxes: Payment & Reporting

Lisa Knauf Owen | OCC Assistant Director

2:30 – 2:45

Break

2:45 – 3:00

Claim Submission

Erin Ely | OCC Administrative Programs Officer

3:00 – 3:20

Director Elections & Appointments

Clancy Green | OCC Administrative Programs Officer

3:20 – 3:45

Basic Financial Management

Erin Ely | OCC Administrative Programs Officer

3:45 – 4:00

Audits & Compilations

Lisa Knauf Owen | OCC Assistant Director

4:00 – 4:15

Day 1 Wrap-up, Q&A





Conservation District Employee Training

Wednesday, April 3, 2019

Day 2

8:00 AM – 4:30 PM

7:00 – 7:45

Breakfast

Room 1

8:00 – 12:00

Pesticide Applicator CEU Training

Moderator: John Dee Butchee |
Jackson County Conservation District

Room 2

Board Meetings – Agendas – Minutes – Executive Sessions – Open Mtg. Act

Janet Stewart | OCC General Counsel

LRP/JPO/Annual Report/Budget Request

Trey Lam & Lisa Knauf Owen | OCC Administration

Records Disposition

Clancy Green | OCC Administrative Programs Officer

Open Records & PII

Janet Stewart | OCC General Counsel

Email Etiquette & Protocol

Bryan Painter | OCC Public Information Director

Earning Local Funds & Unfair Competition

Janet Stewart | OCC General Counsel

Surplus & Sale of Equipment & Property

Janet Stewart | OCC General Counsel

Outreach Opportunities for Districts

Bryan Painter | OCC Public Information Director

Soil Health & Other Education Resources

Amy Seiger | OCC Soil Health Coordinator

There will be one 15 minute break during the morning sessions.



12:00 – 1:00

Lunch

Grassroots Advocacy

Gary and Justis Huddleston – Oklahoma Association of Conservation Districts

1:00 – 2:15

Watershed Operation & Maintenance – What Everyone Should Know

Tammy Sawatzky | OCC Conservation Programs Division Director

2:15 – 2:30

Break

2:30 – 3:00

Understanding the State’s Liability Insurance

Risk Management Survey

Janet Morrow | OMES Risk Management

3:00 – 4:00

Spotlighting Successful District Projects & Activities

- Locally Led/Conservation Awards | Anita Kaufman, Payne County CD
- Renegotiating a USDA building lease | Greg Scott & Wade Helm, Lincoln County CD
- Getting a Library Program Started | Cindy Bierig, Major County CD
- Getting Involved in Youth Contests | Jackson County CD
- Getting Organized – Watershed Notebooks | Tammy Curry, Murray County CD

4:00 – 4:15

Day 2 Wrap-up, Q&A - Adjournment

Conservation District Employee Training Evaluation

Each employee received a binder and flash drive with all the learning materials after completing the following evaluation.

I learned that _____

I re-learned that _____

I discovered that _____

I noticed that _____

I was surprised that _____

I am disappointed that _____

I plan to _____

Lessons Learned

- Everyone learns differently – use multiple methods of conveying information.
- No one can read and follow directions.
- Employees Association learned that organizing a workshop isn't easy!
- Meeting Room logistics need to be handled by an experienced trainer.
- Use multiple serving lines through a buffet.
- Conservation District employees can be very creative with their reasons for not needing training.
- Don't wait 5+ years to conduct training!



Conservation District All Employee Training