



## MACD Employees' Association

The MACDEO Spring Board meeting was held Thursday, June 8, 2006, at the Yogo Inn in Lewistown. Meeting was called to order by Chair Teresa Wilhelms at 1:00 p.m. Attending were:

Area I	Lyn Guenther, Roosevelt CD, Culbertson (Area Representative) Shauna Clark, Petroleum CD, Winnett Pat Johnson, Valley CD, Glasgow (Area Representative)
Area II	Renee Nelson, Wibaux CD, Wibaux (Area Representative)
Area III	Gloria Mason, Glacier CD, Cut Bank (Area Representative, Secretary) Kody Farkell, Pondera CD, Conrad (Treasurer) Marlene Moon, Liberty CD, Chester Sara Shepard, Toole CD, Shelby Teresa Wilhelms, Judith Basin CD, Stanford (Area Representative, Chair) Shonny Nordlund, Fergus CD, Lewistown Jill Lorang, Cascade CD, Great Falls Pat Anderson, Phillips CD, Malta Shannon Patterson, Hill CD, Havre
Area IV	Laurie Kelley, Rosebud CD, Forsyth
Area V	Lori Zeiser, Missoula CD, Missoula (Area Representative) Vicki McGuire, Lincoln CD, Eureka
Area VI	Joy Short, Meagher CD, White Sulphur Springs (Area Representative, Vice-Chair) Stephanie Fox, Treasure CD, Hysham Janet Endecott, Madison CD, Supervisor, McAllister
DNRC/CARDD	Laurie Zeller
MACD	Sarah Carlson, Executive Director Jan Fontaine
NRCS	Dave Kascht, CD Liaison Laurie Vincent, OCIO – ITS - TSD

### Minutes:

Marlene Moon made a motion to accept the minutes to the November 15, 2005 fall meeting. Lori Zeiser seconded. Motion passed.

### Financial Report:

Treasurer Kody Farkell reviewed the financial report. Kody's report was combined with Pat Johnson's final report that covered through January 31, 2006 including Pat's Convention Report. Question was asked on how the '06 EO event compared with amounts raised in past years. Individual events and different locations raise varying amounts so it's difficult to make comparisons. '06 EO event raised approximately \$1100 including MACD contribution of \$950. Sarah Carlson suggested a determination needs to be made of whether this is to be a *fund raiser* or is it a *'fun' event*. Pat Johnson made a motion to approve the Treasurer's Report. Motion seconded by Joy Short. Motion passed.

Treasurer Farkell received a memo from Jan Fontaine, MACD Administrator, reporting on her review of the EO financial accounting. Deposits had been written but the bank deposit slips were not available for this review. October 1 to September 30 is the fiscal year. It was recommended this review be planned following November 30<sup>th</sup> each year. Awards of cash any prizes from EO must be made by way of written check and not by presenting the cash amounts to the winners. Using a check for payment will enable tracking through the QuickBooks program.

Kody also had a note from Gayla Wortman who had done a peer review of Kody's accounting from January 31, 2006 to the current date. Gayla's review showed no discrepancies in Kody's records.

## **Correspondence:**

### **NCDEA**

National Conservation Districts Employee Assn. has requested \$200 dues from each state. Sarah Carlson stated there is interaction with the Employee Assn. at Regional and National meetings. The NCDEA is concerned for employees' interests. The Regional meeting next year ('07) will be in Montana. The host city/CD has not been chosen. Question if Julie Goss is the current Regional Treasurer. Pat Johnson made a motion to pay \$200 NCDEA dues. Shannon Patterson seconded the motion. Motion passed.

### **Dave Kascht, NRCS, and Laurie Vincent, ITS**

Computer Security – All employees, including CD employees with access to the Internet are required to have up-to-date security clearances. This includes background survey questions to be answered, a credit check, law enforcement check with finger printing completed by September. Cost will be \$97 plus \$10 for the credit check and the fingerprinting can be done by the Sheriff's office for under \$10. Employees not on the NRCS network will not need the security clearance. (June 8<sup>th</sup>, Teresa noted that Dave White, MT State Conservationist, stated that NRCS of Montana will support conservation districts and will cover the initial cost of the current district employees that will need to go through the current security check. The district will then be responsible for fees involved with the security check for future new hires.)

eAuthentication Security Clearance tests also need to be completed as Level 2 employees. Survey must be taken following completion of the test to record your results. This clearance covers restricted access on ProTracts and is for use of USDA networking. There were numerous comments regarding difficulty in accessing the site to complete the required security clearance tests. Kascht suggested discussing this with your local DC or contacting Dave for directions.

'Phishing' emails received from banks should be copied and sent to ITS. Do not forward but notify ITS.

Shauna Clark stated Petroleum CD has had significant problems with their computer and was not able to get computer help from the NRCS-ITS person when needed. Laurie Vincent felt the problems were with the aging (NRCS) Dell computer and stated she would see about another machine. Laurie also stated that Washington, DC has requested that all CDs have the mt.nacdnet.net address if they are using the NRCS server for emails. There are a few CD employees that also are employed with NRCS that will maintain the mt.usda.gov address. Laurie invited calls to her in case of problems. Her phone number is 585-2813.

Sarah Carlson will send out a letter with Laurie's information on computers.

Dave Kascht answered questions about the NRCS annual request for CD information about figures on their annual CD mill levy amount, grant monies received, other CD time and assistance that is provided with NRCS work. These figures are all used to leverage NRCS' requests for assistance from Congress. The leverage factor is very important in the annual funding request from Washington DC for the NRCS offices.

Dave Kascht mentioned that up to 7 courses may be taken on the Ag Learn Course through the same site as the Security Clearance.

### **EO Training Plans:**

Chair Teresa Wilhelms asked for input on how to conduct the EO training – by Area or State-wide meeting and what training is needed? Area or regional training seems to be a most effective method. Teresa is working on computer training at Stanford High School in August. The same instructor as last year will conduct the classes at the same rate she was paid for that session. There will be no expense for using the school room and equipment. Individuals will be responsible for their own lunch expense and CDs will be responsible for travel expense. The training costs will be covered by grant funding.

An Administrators' Academy is being planned by the MACD Public Relations Committee and Sarah Carlson. Leadership II with Kara Ricketts will be presented July 17-19 at the Colonial Inn in Helena. A tour of the Capitol building and hearing rooms, picnic dinner at Gates of the Mountains, effective lobbying

procedures to use at the legislature are all within the planning. Kara Ricketts will provide the public relations portion of the training. A suggestion was that a meaningful, unified statement be developed at this Administrators' Academy for Conservation Districts to be used when presenting themselves during legislative functions.

New Administrator's Training will be held the last Thursday of the month in July, October, and February at MACD headquarters in Helena. Jan Fontaine and Sara Carlson stressed that the training is for *new* administrators.

310 Training with an on-site (actual) 310 inspection were suggested for Supervisors and Administrators. It was requested Laurie Zeller provide this training and include how to set up individual 310 folders. Laurie will be asked about availability of administrative grants for training.

It was suggested that a handbook be developed on recommended trees and shrubs for eastern/western Montana or get a grant for updating and reprinting the "Conservation Trees and Shrubs" booklet. It was noted that CDs could open an account with the State Nursery and then combine small tree orders into one.

A training request was made for use of digital software. How to put it on the computer and how to get it out of the computer once it's there.

#### **Door Prizes:**

Teresa and Jill returned from presenting EO report and MACD Convention information to the MACD Board. Teresa held a drawing and awarded five door prizes.

#### **EO Raffle for Convention:**

Jill said a "Comfort" basket was suggested for the EO raffle, to be filled with wine, chocolates, free dinner, free motel room, etc. Lynn Guenther made a motion to hold the raffle for \$500 cash since the opportunity to sell more tickets when the prize is money. Joy Short seconded the motion. Motion passed.

#### **Area Representatives Elections - "B" Positions for 3-year terms:**

Area I	Lyn Guenther, Roosevelt CD
Area II	Renee Nelson, Wibaux CD
Area III	Shannon Patterson, Hill CD
Area IV	Penny Landon, Carbon CD
Area V	Lori Zeiser, Missoula CD
Area VI	Marcie Murnion, Gallatin CD

Area Representatives now serving in "A" Positions will be up for election/reelection in 2007. Nominations for officers will also be sought for November, 2007 election. Officers and representatives are elected from the current paid membership list. Lyn Guenther made a motion to keep the same Nominating Committee that served in 2005 since they did such a good job of getting 2 candidates for each position. Shauna Clark seconded the motion. Motion passed. Serving on the Nominating Committee are: Shonny Nordlund, Fergus CD; Penny Landon, Carbon CD; and Barb Berry, Stillwater CD.

#### **Insurance:**

16 Districts and 31 employees are currently enrolled with MACo-HCT. Premiums in the MACD pool are lower than offered to some County employee groups. Although the plan was promoted as 'being the same' as was in effect with County employee groups, there are some discrepancies – the annual deductible amount is more than double. There is no vision or dental coverage. 75% of those persons enrolled would need to opt for the dental and vision to receive that coverage. A survey returned sufficient interest in carrying vision and dental but that coverage has not been included.

The EO questions why CDs are considered State entities and yet employees of the Districts are not provided any State benefits – i.e. \$510 per State employee for insurance. Following considerable discussion, Jill

Lorang volunteered to draw up a Resolution addressing this question so it can be thoroughly and openly discussed.

**MACD Convention Report:**

Jill Lorang gave a report on MACD Convention plans that are being developed by Cascade CD and Area III CDs. The Convention dates are November 8-9 at the Heritage Inn in Gt. Falls. This is a change from original plans on both date and place. Since this week contains Election Day and the Veteran's Day Holiday, it was suggested to vote by absentee ballot and request your Supervisors to trade the Veteran's Day holiday for another 'free' day, i.e., the day following Thanksgiving. Convention theme is "Energizing Montana Conservation Districts with Common \$en\$e".

**Convention Scholarships:**

**EO Scholarships** – EO officers select recipients for the mileage only scholarship. *MACD has assisted with room fee scholarship in the past. We do not have this commitment at this meeting.* Should this assistance become available, anyone it would be required to attend the EO meeting, assist with the EO event and be helpful at registration or other duties in return for the scholarship.

**Educational Activities: Teresa Wilhelms and Jill Lorang**

Conservation Districts' education doesn't end at the Board meeting. Instead it begins in the classroom with sharing and understanding conservation. That knowledge is developed in the origins of some basic foods we have in our homes. To illustrate this, Teresa and Jill provided cream in a small closed plastic container. We went through the practices that students do when making their own butter – and it works!!!

The second practice was making ice cream – a very practical recipe – milk, sugar, vanilla in a small can inside a larger can, both with tight lids, separated by ice cubes and salt, and roll vigorously. Within a short time frame both the butter and the ice cream were ready for consumption.

The third quick practice was 'Montana Ag Products' – In a small plastic bag, various items were used to illustrate products that come from the farm and individual crops are used for. Basic ingredients of soil, water, sunlight and seeds gradually end up as food and clothing for humans and animal feed.

Many of the CDs provide educational activities for students. Currently there is no organized reference for these workshops. Teresa and Jill suggested the EO compile an educational notebook to include complete proceedings from CD Administrators of events that have been held relating to education of students.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Gloria Mason, Secretary, MACDEO  
Administrator, Glacier Conservation District

---