

**New Jersey Conservation District Employees Association
December 3, 2012
Meeting Minutes
Mercer Soil Conservation District**

Bill Brash, President, called the NJCDEA meeting to order at 11:35 am.

Attendance:

Bill Brash, Paul Evans (Vice President), Karen Rowe (Secretary), Courtney Davidson (Treasurer), Mike Kent (Past President), Tim Thomas, Linda Sandusky, Stacy Brady, Victor DeVasto, Jean Baluski, Joe Dunn, Paul Schiariti, and Heather McNeil-Nazareth

Minutes:

Minutes of the September 20, 2012 meeting were reviewed.

Motion: Mike Kent made the motion, seconded by Stacy Brady, and passed to approve the minutes as presented.

Treasurer's Report:

Courtney Davidson reported that NJCDEA has 48 members for 2012.

Beginning Balance from September 20, 2012 meeting:	\$3,668.68
Income:	
Deposits (Sept. 2012 – to date)	
19 Memberships & 21 Standards Training	\$ 715.00
Total Deposits	\$ 715.00
Expenses:	
Final Cut Employee Choice Awards	\$ 366.00
Total Expenses	\$ 366.00
Ending Balance Dec. 3, 2012:	\$4,017.68

One pending transaction: \$40 payment from NRCS for Defensive Driving (D. Kauffman).

Motion: Tim Thomas made the motion, seconded by Mike Kent, and passed to accept the Treasurer's Report.

President's Report:

Bill Brash gave an update on the Conservation District Work Group (CDWG):

- CDWG met and formed 4 sub-committees:
 1. Policy & Procedures
 2. Fiscal/Fee Schedule
 3. Training
 4. District Review
- The 4 sub-committees will meet at a "kick-off" meeting December 13th at Freehold SCD
- Bill gave a PowerPoint presentation at the NJACD Annual Conference to help communicate the objectives of the CDWG
- Tim Thomas would like to be on the Training Committee. Bill will look into getting him added. Bill Engisch (Hunterdon) and Sylvia Kovak (Warren) have been added to the Policy Committee

Bill Brash thanked Paul Schiariti for completing the District Staff Analysis for NRCS Office of the Future:

- The data has been submitted to NRCS. If anyone wants a copy please contact Bill.
- NRCS will use this data for opportunities to utilize district staff skills in the future.
- Statewide district staff includes 4 engineers, 1 attorney and 2 paralegals

Paul Evans shared that he worked for NRCS on a project for about a year and the process to do this was quite lengthy.

Joe Dunn shared that becoming a TSP (Technical Service Provider) for NRCS is extensive. He is currently working to become a TSP. New Jersey NRCS currently needs TSPs for Transitioning Organic Farming. NRCS will be getting smaller so their needs will be greater for using outside providers, which is where districts can step in.

Bill would like the Training Committee to be kept in the loop as to the TSP opportunities so he'll contact Doreen Dougherty of NRCS.

Victor shared that there are liabilities and limitations to becoming a TSP.

Correspondence: None

Unfinished Business:

Bill Brash reported the training survey is in draft form, will go out shortly, and be finalized by the end of January.

Bill reported that Standards Training is scheduled for Freehold on Wed. December 12th at Freehold SCD. Courtney reported there are 44 registered to date. All attendees need to bring a copy of the revised standards to the training or have it downloaded on a laptop.

Paul Evans reported he is still tweaking the Contractors Workshop Training Program. The Standards soil restoration issues may impact the train-the-trainer workshop he hoped to host this winter. Discussion ensued and training to district staff will be provided first to work out any kinks before presenting to contractors, engineers, & municipalities. Bill will include this on the training survey and present to the Training Committee.

Newsletter: Karen will send Bill the template so that an electronic version can be created. It's been several years since the "District Profile" was last produced, but it is important to communicate with our members on a regular basis.

New Business:

Karen Rowe reported the 2013 membership drive is underway. The 2013 Flower Show planning is underway and if anyone is interested in joining the committee please contact Tim Thomas.

Other:

Joe Dunn reported that his district had web training in order to meet the new online requirements. He learned that there could be a violation of the American Disabilities Act (ADA) if documents are scanned to PDF's and posted on web. Scanned PDF's are not "readable" [for those who are sight impaired]. Documents that are converted to PDF's or HTML text are "readable".

NEXT MEETING DATE: March 7th, 2013 at Mastori's at 11am.

Motion to Adjourn: Tim Thomas made the motion, seconded by Courtney Davidson, and approved to adjourn at 12:45 pm.

Minutes submitted by: Karen Rowe, Secretary