District Quarterly Update

Soil and Water Conservation Program

January 25, 2024 Jefferson City, MO

Welcome!

Welcome to the meeting!

- In the interest of time management, we will go through our agenda first, and then have some time for questions at the end. Please write down or hang onto your questions as we go along.

- Please make sure your phone or the microphone on your computer is muted.

Program News

Commission Meeting Update:

    A review of topics from the Commission meeting.

Cost Share Totals:

    A review of allocations, obligations, and projections.

Progression Line Update:

    FAQ and clarification of definitions

Memo 2024-11:

    https://mosoilandwater.land/sites/mosoilandwater/files/memo-2024-011-district-specialist-progression-line-and-administrative-grant-with-attachments.pdf

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Progression Line

- From Memo 2024-011- "The only portion of the progression line that goes into effect on January 1, 2024 are changes to the DSI-IV positions. The DSV level will be available beginning April 1, 2024 and the DSVI will tentatively come on line in July."

- Jan.-We automatically sent the higher stipends for all DS levels, but you still need documented board approval before getting paid the higher rate. No stipend change form required.

- Anyone requesting to move up the progression line after Jan 1. will have to meet the new requirements including PD (for the previous 12 months) performance appraisal, and any board requirements for all levels.

- Anyone requesting to move to a DS5 must work with their coordinator to obtain mapping certification prior to requesting to move.

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SWCD EMPLOYEE BENEFIT FORM

DISTRICT:	"SELECT DISTRICT"
EMPLOYEE NAME:	

POSITION INFORMATION	
CURRENT POSITION:	"SELECT POSITION"
REQUESTED POSITION:	"SELECT POSITION"

STATE STIPEND INFORMATION	
CURRENT HOURLY RATE:	
REQUESTED HOURLY RATE:	

EFFECTIVE DATE:	"SELECT"
PD HOURS COMPLETED	"SELECT"
PERFORMANCE APPRAISAL DATE	
BOARD TRAINING REQUIREMENT MET	"SELECT"
SIGNATURE APPROVAL	

BOARD MEMBER SIGNATURE   **DATE**

Please submit board approved form to: soil&waterconservationprogram@swcd.mo.gov

Mapping Certification

- District Coordinators will be handling training and certification for the mapping tool

- You are required to submit 3 maps for review and at least 1 must be a map for payment.

- Can be maps that have already been used for contracts or new maps, but must be associated to a contract

- You will send a link and map report (with supplemental maps if needed) to your coordinator

- The coordinator will use a checklist to determine if all requirements for certification have been met

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Mapping Certification Cont.

- If requirements not met, coordinator will work with you to refine map.

- Once coordinator determines that your 3 maps are adequate and you are sufficiently competent with the tool, they will issue certification.

- In the event of significant changes or additional functionality to the tool, re-certification may be required.

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Checklist for Mapping Certification (use 1 checklist per map evaluated, 3 satisfactory maps required for certification, at least one payment map)

Farm Name _____   Contract # _____

In Mapping tool

1. ☐ Did map link take you to the appropriate location?
2. ☐ Does the map contain sufficient complexity to determine competence using the mapping tool?
3. ☐ Is the farm name polygon present?
4. ☐ Are field numbers clearly and accurately labeled?
5. ☐ Are practice lines, points and polygons present for planned <u>and</u> existing features?
6. ☐ Are the features accurately designated as planned, installed, or existing?
7. ☐ Do polygons for acres served, system acres and fields accurately represent eligible acres(e.g. ponds and buildings clipped out of grazing polygons)?
8. ☐ Does the farm name polygon reasonably correspond with property boundaries?
9. ☐ If there is anything unusual or questionable on the map, has it been addressed in the notes?
10. ☐ Are all fields completed for each feature on the map including fiscal year, program, and contract number?

On Map Report

1. ☐ Does the map report contain adequate location information?
2. ☐ Were lines, points, and polygons entered correctly so that they total accurately on the report?
3. ☐ Are field numbers clearly visible on the map generated with the report? If not, have they attached supplemental maps that make field and feature identification easy?
4. ☐ Is the cooperator name clearly visible on the first page?

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Please attach the map report that was evaluated with this checklist.

Documenting PD

- The district should keep a single spreadsheet (from intranet) that documents PD and training for all staff and board.

- Only report the time spent actually receiving training. (do not include travel, breaks, networking, etc.)

- Board training must be training that is specific to the duties of the board.

Training	Credit Hours	Frequency	Applicability
Commission Meeting (in person)	3	1x Annually	Employee/Board
Commission Meeting (virtual)	1.5	2x Annually	Employee/Board
23 Training Conf. Stream Team	1	1x	Employee/Board
23 Training Conf. N.E.S.T.	1	1x	Employee/Board
23 Training Conf. Climate Smart	1	1x	Employee/Board
New Supervisor Training (Coordinator)	1	1X	Board
23 Training Conf. District Tech Panel	1	1x	Employee/Board
23 Training Conf. Supervisor Panel	1	1x	Employee/Board
23 Training Conf. HR Procedures	1	1x	Employee/Board
23 Training Conf. District Employee Panel	1	1x	Employee/Board
23 Training Conf. CIRCL	1	1x	Employee/Board
23 Training Conf. MCHCP	1	1x	Employee/Board
23 Training Conf. Nutrient Management	1	1x	Employee/Board
New Employee Training (Coordinator)	7	1x	Employee
DNR Map Training (Coordinator)	3	1x	Employee
MASWCD Area Meetings	3	1x Annually	Employee/Board
NRCS Civil Rights Training	1	1x Annually	Employee/Board
Financial Tracking (Coordinator)	.75	1x	Board
Grazing School	12	1x	Employee
1 on 1 with Coordinator	Hour for Hour	No Limit	Employee/Board
NRCS Validated Training Record in Ag Learn	Hour for Hour	No Limit	Employee
SWMO Spring Forage Conference 2024	3	1X	Employee
District Sponsored Outreach Event	Hour for Hour*	No Limit	Employee
Other Conference Attendance	Hour for Hour	No Limit	Employee/Board

*Hours counted can only be actual time receiving training or as a workshop presenter. Travel time, breaks and networking may not be counted. In order for a conference to be counted for board training it must be put on by one of the following organizations or have pre-approval from the program office: MASWCD, NACD.

Practice and Policy Update

Resolution Process:

   What goes into submitting a resolution, and where does it go after the Training Conference?

Election Reminders:

   The scheduling and rules for the upcoming elections and last minute reminders.

Personnel Changes and Additions

Cultural Resources Update:

Lee Johns and his team: Where we are with the possible cultural resources site list, and where it goes from here.

Our on-staff archaeologist has help! Gavin Easley and Cody Kaufmann are both archaeology students who will be assisting Lee with his case-load by helping with on-site investigations. Please lend them any help they may need if they are visiting your county by providing maps, plans, or documents that relate to the site.

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District Employee Spotlight

- A chance for us to show our appreciation for an employee who meets and exceeds all expectations.

- This mention is reserved for district employees who go above and beyond, displaying not only a knowledge of their job, but a willingness to help others along the way

- This quarter: Mark Collins, Macon County SWCD.

- For efforts to expand cost-share in his county, his depth of knowledge and understanding of practice designs, and his ability to explain them to others.

- Please let your coordinator know if you have someone in your district you would like to nominate for the employee spotlight at the next update!

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