



2024 MACDE 2nd Quarter Minutes

May 28, 2024
1:00 – 3:00 PM

Members Present: Mike Schultz, Tasha Lauer, Meghan Darley, Jessica Albertsen, Jamie Osowski, Andy Albertsen, Dan Cibulka, Kay Gross, Ashley Brenke, Cody Fox, Andy Arnes
Members Absent: Tara Solem

1. **Call to Order**
 - a. Meeting called to order at 1:03 PM
2. **Welcome**
 - a. President Mike welcomed everyone to the meeting.
3. **Approval of the Agenda**
 - a. Approved by Meghan, Seconded by Dan. Motion Carried.
4. **Approval of the Minutes**
 - a. Motion by Kay to Approve Minutes. Seconded by Meghan. Motion Carried.
5. **Treasurer's Report**
 - a. See attached treasurer's report for updated amount.
 - b. Motion by Dan to Approve the Treasurers report. Seconded by Jamie. Motion Carried.
6. **Partner Reports**
 - a. No Partner Reports given.
7. **Director's Report**
 - a. **Area 1 – Jamie**
 - i. SWCD Services for this season are up and running.
 - ii. Lots of trees sold and being planted.
 - b. **Area 2 – Andy Albertsen**
 - i. Soil Health Staffing grant awarded to lots of districts.
 - ii. Retention of new hires meeting will be in August.
 - iii. Lead contact meeting next week – virtual.
 - c. **Area 3- Tara**
 - i. No report given.
 - d. **Area 4 – Dan and Meghan**
 - i. Developing Forest Cost Share for watershed-based implementation funds for water quality impact.
 - e. **Area 5 - Kay**
 - i. \$1.1 million for a soil health grant was awarded. It is for hiring farmer mentors to help implement conservation practices. These farmer mentors will be contracted employees for each district involved. They will be having quarterly meetings with all staff and mentors for E-link reporting.

- ii. Houston Engineering will be completing a Workload Analysis for the TSA.
 - iii. Technical course proposal for community colleges to provide SWCD-based courses.
- f. Area 6 - Mike**
 - i. Doing their own soil health implementation.
 - ii. Will be hosting an all-staff area meeting – will provide network opportunities for new and old staff.
- g. Area 7 – Cody**
 - i. Lots of One Watershed One Plans.
 - ii. Soil Health Positions.
 - iii. Lost TSA Employee.
 - iv. SE MN Water Resources Board discontinued.
- h. Area 8 – Andy Arens**
 - i. Soil health grant with ag practices/background.
 - ii. Itasca and Crow Wing hiring forestry positions.
- 8. Old Business**
 - a. Managers Meeting (May 29-30)**
 - i. Roughly 35 signed up as of now.
 - ii. Lots of good topics on the agenda! Update will be given by managers that attended at the next MACDE meeting.
 - b. 2024 Statewide Admin Training Committee Update (June 25-26)**
 - i. Speaker from the IRS will be there to talk about W2, W4, and 1099. Other topics will include SWCD sales and electronic payments, Minnesota retirement system, and Peterson coming in for QuickBooks – going online only from desktop, marketing and outreach admin perspective, round table talks, and BWSR updates.
 - c. MASWCD/MACDE HR Workgroup Update**
 - i. Lots of information to be discussed in the future.
 - ii. LeAnn Buck from MASWCD will speak and present on this at the manager’s meeting.
 - iii. All but 2 SWCD’s use MCIT services.
 - iv. Good idea to update Personnel Policy yearly, and have it signed by each staff member.
 - d. 2024 Wage and Benefit Survey Update**
 - i. Lots of information to consider for this.
 - ii. Can’t use PRAP money.
 - iii. Putting this discussion on hold till after the managers meeting – will dive more deeply into this at 3rd quarter meeting.
 - iv. Goal is to have an online form.
 - v. Can’t do a wage/cost analysis survey state wide.
 - 1. Possibly doing a 3rd party survey
 - 2. Sub Committee is going to review the process/options and provide recommendations.
 - vi. Goal is to launch this fall and be used this winter and have available yearly or every other year.

e. 2023-24 Education Grant

- i. Isanti SWCD Education Grant Invoice
 - 1. *When Development Comes to Town video - payment \$3,625.00 – Check out the video and share it with everyone to help explain the life of a District!*
 - 2. *Motion by Andy Arens and Seconded by Cody to approve payment. Motion Carried.*

f. 2024-25 Education Grants

- i. Cass SWCD
 - 1. *Native Wildflower Shoreline Workbook \$1,116.16*
- ii. Red Lake SWCD
 - 1. *Soil Health Shared Services Education Grant \$1,000*
- iii. Renville SWCD
 - 1. *Take Root in Soil Health \$5,000*
- iv. *All three grants requested totaled more than the budgeted line item of 5,000. Motion made by Tasha that the grants committee to make the recommendation and allowing the president to sign off on the decision. Seconded by Andy Arens. Motion Carried.*

9. New Business

a. Memberships

- i. Membership is currently at 297 which is about 27 lower than last year. Still currently about 2/3 of all the Minnesota SWCD Members.
- ii. Questions to consider: How do we increase membership? Is the number decreased due to not retaining employees?

b. Strategic Plan

- i. Subcommittee met and revamped the plan. Current plan went from 2019-2024. Overall, the information was simplified, and timelines were removed, but still can provide members with what MACDE does and how to communicate the vision and mission. Overall, the changes made are to match the vision, mission and website layout .
- ii. Looking for overall feedback from all board members and will bring to the full board back at third quarter meeting in July and the entire membership in October at the annual meeting for approval.
- iii. Wage and Benefit survey? – Should this be included in the strategic plan?
- iv. The strategic plan should be reviewed yearly by the full board to ensure goals are being met.

c. Leadership Grants

- i. Mike recommends to keep this as a line item in the budget.
- ii. *Motion by Cody to take the budgeted \$2,500 and split it up among all the applicants evenly providing they are paid MACDE members. Seconded by Dan. Motion Carried.*
- iii. The awarded amount will be up to the MACDE Grants/Awards Committee.

d. 3rd Quarter Meeting In Person (Select a location, July 23/24 Hold Dates)

- i. The group decided to meet in person in the West Central MN area with a 9 AM start time.

- e. **2024 Fall Managers Meeting Discussion**

- i. Looking to plan for around the end of September or wait until winter.
More information will be released after the manager's meeting.

10. Other

- a. Stearns SWCD was a previous recipient of two education grants, and Dan will be reaching out to them to see where their progress is with them.

11. Adjourn

- a. Adjourn at 2:28 PM

Future Discussion Items:

- ~~a. Education Grants~~
- ~~b. Training Funds (discuss increasing funds at 2024 Q1 mtg)~~
- ~~c. MACDE Brochure (Meghan Completed)~~
- ~~d. Managers Meeting (Spring and Fall Annually)~~
- ~~e. Human Resources Training with Ann Gehring. (address through HR Workgroup)~~
- ~~f. MCIT / BWSR Sponsored Admin Training (Slowly coming available through MCIT)~~
- g. Website
- h. Strategic Plan Update (currently in process)
- i. Glossary for Budget Items (currently in process by Andy, Meghan, and Dan)
- j. Wage and Benefit Survey (currently in process, subcommittee created to discuss options)
- k. Scholarship funding to attend various career development trainings
- l. Meeting on transferring off USDA Network
- m. SWCD Board Member Orientation Process, New Hire, any materials, stuff highly specific to SWCDs. (address through HR Workgroup?)

Committee Assignments for 2024

1. Awards: Andy Arens*, Kay, Tara
2. Membership Development: Jessica*, Cody
3. By-laws: Dan*, Mike Ashley
4. Communications: Tasha*, Ashley, Meghan
5. Website: Tasha*, Jessica, Mike
6. Events: Cody*, Meghan
7. Grants: Dan*, Cody, Andy Albertsen
8. Professional Development: Kay*, Cody
9. Strategic Planning: Dan*, Tara*, Jessica, Andy Arens, Andy Albertsen
10. Wage and Benefit: Mike*, Andy Arens, Andy Albertsen, Jessica

BWSR Advisory Member: MACDE Board of Directors

1. LeAnn is willing to present on behalf of the MACDE Board of Directors. MACDE will attend as needed.
 - a. LeAnn suggested attending the August meeting since it will be a Tour.

2024 MASWCD Advisory Member: MACDE Board of Directors will rotate meetings.

*** Dates have been switched from 3rd Wednesday to the 1st. 9:30 – 2 PM. Potential virtual option but would recommend in person if possible. ***

January – Mike

April 10 – Dan

June 12 – Meghan

August 14 – Tasha

September 11 (Resolutions) – Andy Albertsen

October 9 – Kay

November 13 –

December TBD