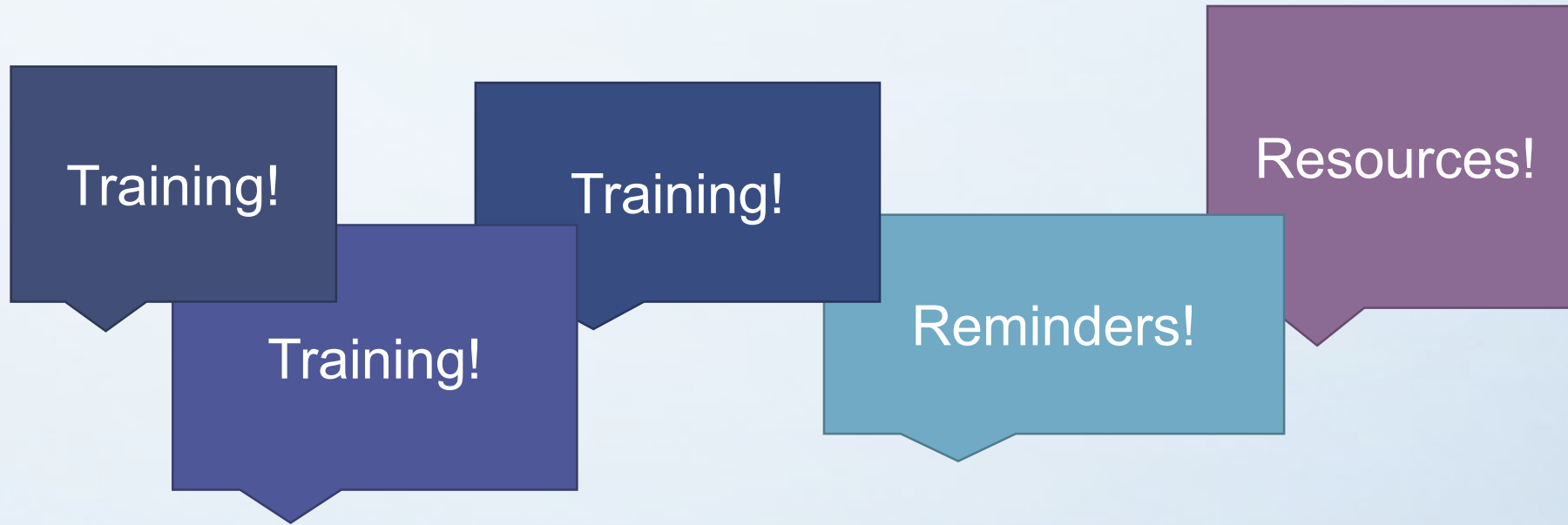




Improving District Access to Training & Information

NASCA State Staff Sharing Session
October 2021

What do we want?



- What topics?
- How often?



- Delivery method?
- Resource format?

Sometimes change isn't all bad...

Concerns

- Scheduling
- Costs
- Post training resource availability
- Covid (of course)
 - Limited in person meetings
 - Increase in remote work

Solutions

- Office365
 - Teams
- Redesigned website
 - Calendar
 - Conservation District Hub

Outlook

- Meeting invitations
- Calendar reminders

Teams

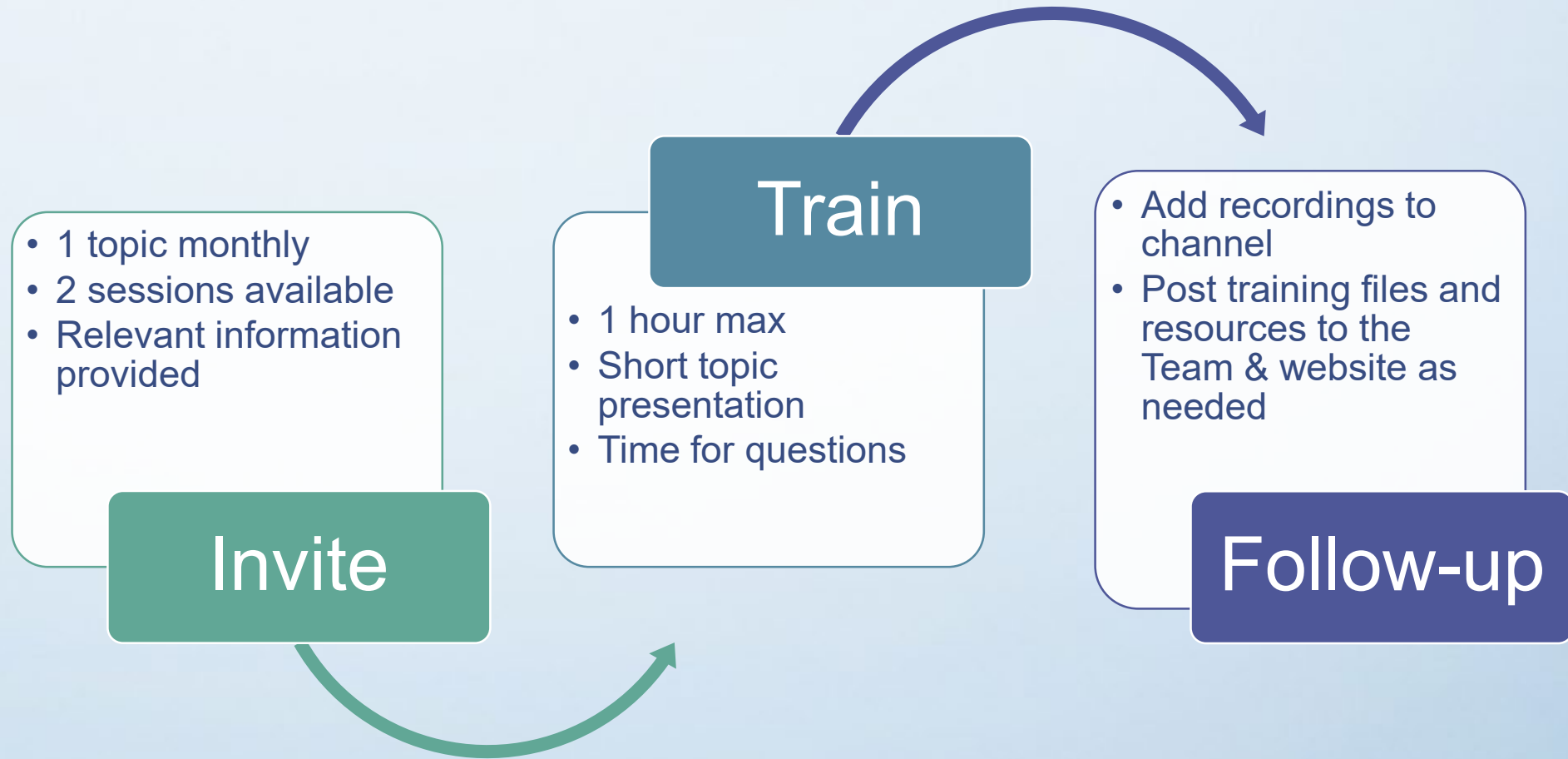
- Hosting platform
- Recordings
- Attendance
- Instant Messaging/One on One interaction
- Resource Storage

Stream

- Employee Video Channel

Office 365

- Gave all 84 Districts the same suite of applications
 - Simplifies instructions/tech support
- Brought the Districts into the State organization
 - Instant messaging
- Still learning as we go



Training process

Topics

Currently still covering topics we see the greatest need for.

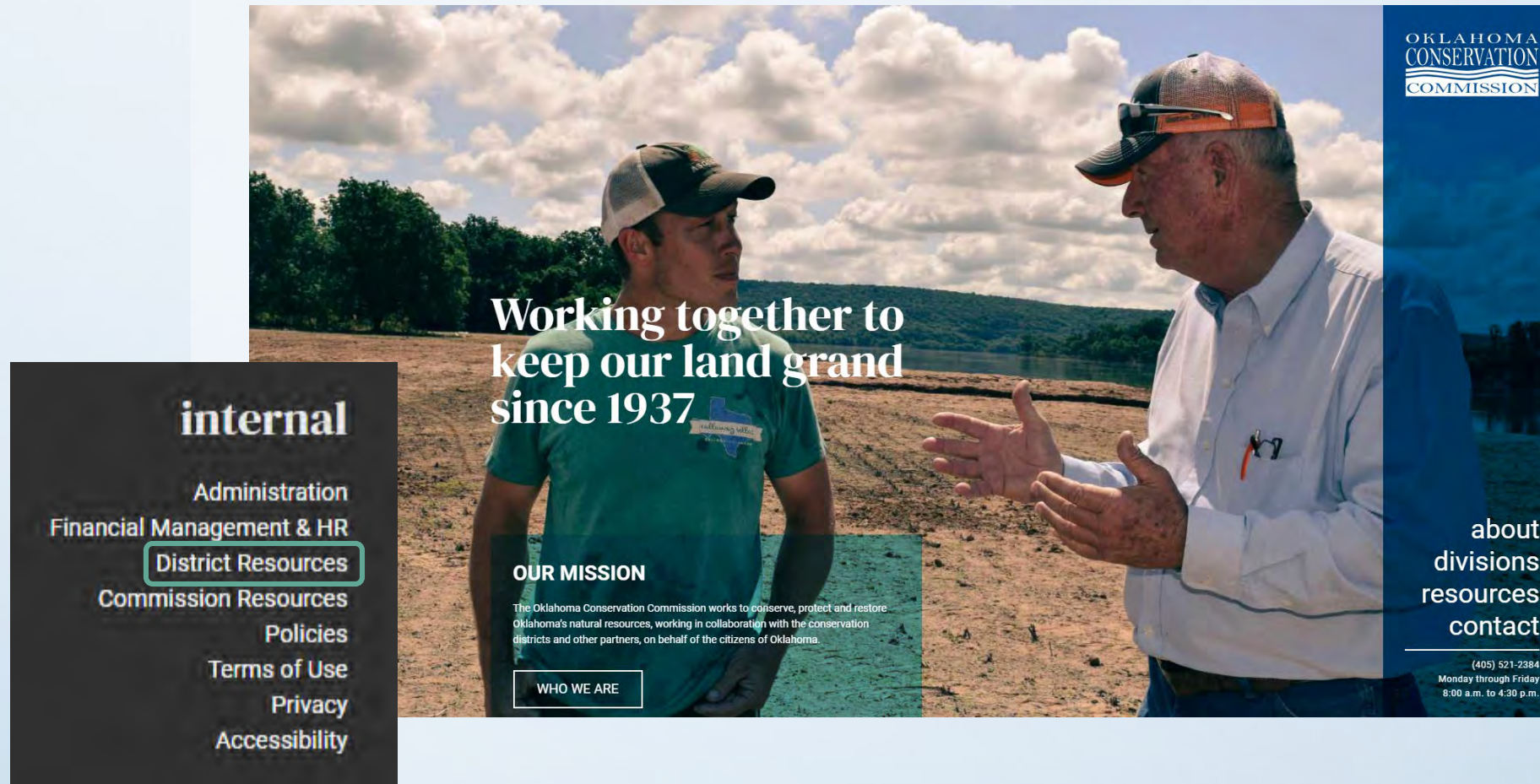
Have requested input from the Districts.

Partnering with others to bring valuable information and resources to the Districts

The image shows a file management interface with a sidebar and a main content area. The sidebar has a purple header with 'OD' and 'General' tabs. Below the tabs are icons for '+ New', 'Upload', 'Sync', 'Copy link', and 'Download'. The main content area displays a list of folders under the 'General' tab. The folders are: 'Cost Share' (April 15), 'Director Elections & Appointments' (March 22), 'EAP x Thrive' (August 30), 'Fiscal Year Allocations & Policies' (July 15), 'Instructions', 'OCC's Redesigned Website', 'Payroll & Preclaims', 'Recordings', and 'Reimbursement Claims'. A modal window is open over the 'Payroll & Preclaims' folder, showing a list of files: '2021.05 Payroll & Preclaim Follow-up.pdf', 'Payroll & Preclaim Tips.pdf', 'Payroll & Preclaims_color.pdf', and 'Payroll & Preclaims_Printable.pdf'.

Name	Modified
Cost Share	April 15
Director Elections & Appointments	March 22
EAP x Thrive	August 30
Fiscal Year Allocations & Policies	July 15
Instructions	
OCC's Redesigned Website	
Payroll & Preclaims	
Recordings	
Reimbursement Claims	

Name
2021.05 Payroll & Preclaim Follow-up.pdf
Payroll & Preclaim Tips.pdf
Payroll & Preclaims_color.pdf
Payroll & Preclaims_Printable.pdf



Redesigned Website

Long overdue

Streamlined design increases functionality for both the public
and our internal users

District Resources “Hub”

Single page with items that are utilized by the Conservation Districts

“One Stop Shop” for forms & information

District Employee Resources

[Webmail \(0365\)](#)

[Forms for Conservation Districts](#)

[Certificate of Insurance](#)

[Financial Management and Human Resources](#)

[Conservation District Handbook](#)

▴ Guidance & Training Resources

▴ Logos for Conservation Districts

▴ Nondiscriminatory Statements

Forms Page

All the essential forms and
checklists

Organized by topic

FIND THE ESSENTIAL RESOURCES TO CONDUCT CONSERVATION DISTRICT BUSINESS BELOW

Checklists and General Information

- [2 Digit Item Codes \(08/2020\)](#)
- [Annual Report Example \(07/2020\)](#)
- [Calendar Event Submission Form \(09/2021\)](#)
- [District Minutes Submission Checklist \(10/2020\)](#)
- [Important District Items List \(02/2021\)](#)
- [Reimbursement Claim Checklist \(06/2021\)](#)
- [Send To List \(updated 03/2021\)](#)

Claims, Payroll and Personnel

Cost-Share Program Forms

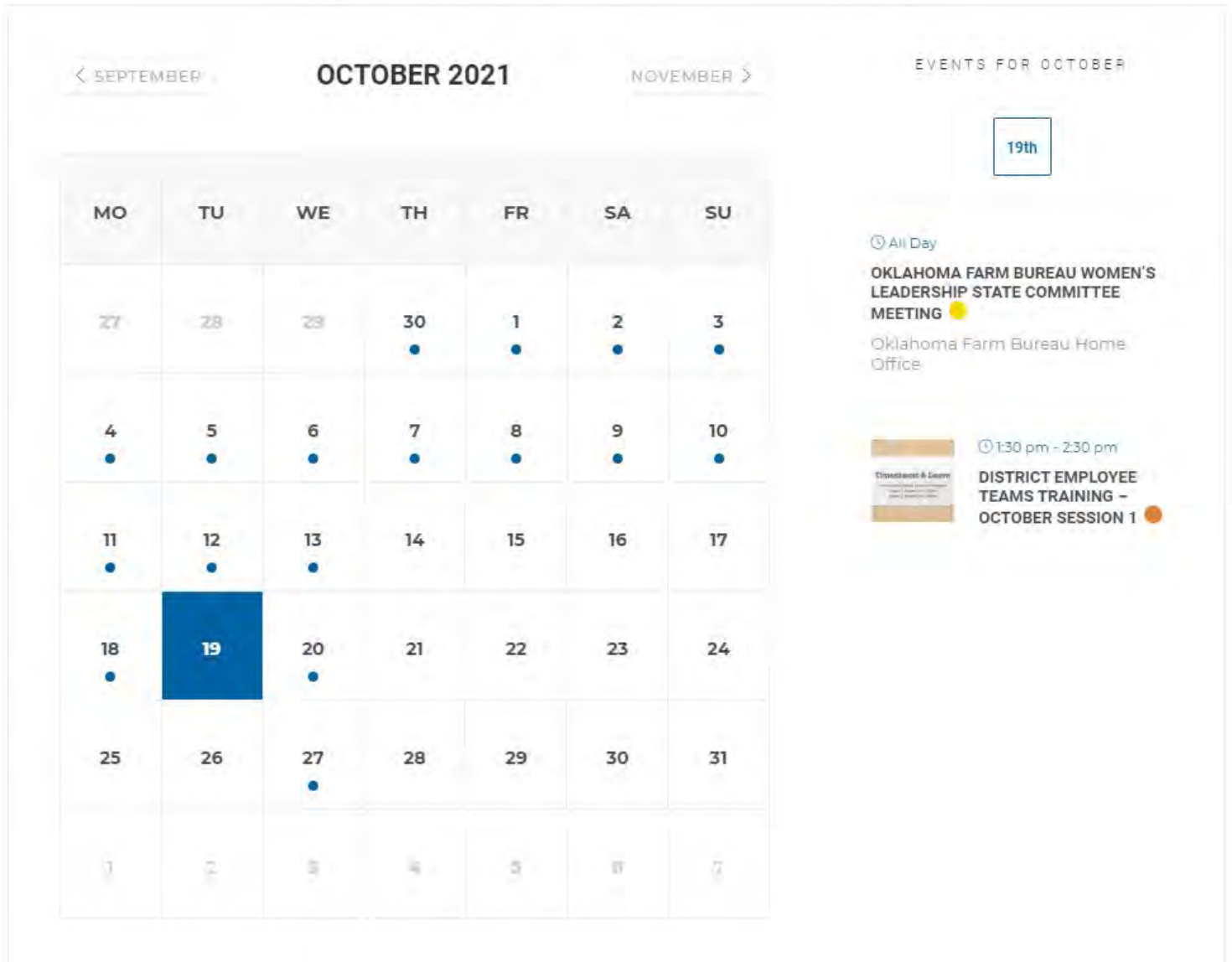
Directors and Meetings

Employer Posters

General Forms

Watershed O&M

EVENTS CALENDAR



Calendar

- Main events calendar
- Division specific calendars
- Event color coding for easy identification

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