



# Partnership is Progress

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Division of Conservation  
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# TRAINING PARTNERSHIP BACKGROUND

- Prior to 2020, DOC staff spent one 8 hour in person session.
- During covid, created Teams meeting approach
- After covid: Hybrid approach
  - 3 Teams training sessions 1 – 3 hours in length
  - 1 in person training, DM led (4+ hours.)



# WHAT WAS MISSING

- Assisting boards with recruitment and hiring
- Accounting/QuickBooks/Payroll
- Technical (mapping, etc.)
- Basic NRCS training

# BACKGROUND CHECK VS. START DATE

- District computers for QuickBooks, but few have internet
- Primarily managers use NRCS computers
- Time delay waiting for background checks, which delays training

# WHY CREATE A PARTNERSHIP?

- Train new managers sooner
- Strong relationship with KACD
- Value of training
- High District Manager turnover
- Better equip managers for success



# Collaborative Conservation Grants and Agreements (CCGA)

- “Building capacity in the Kansas Conservation Partnership to effectively communicate and deliver conservation programs”
- \$675,966 total for three years. Training share: \$229,500.
- Partnership breakdown to training:
  - Federal funds: \$124,500
  - KDA-DOC funds: \$75,000
  - KACD funds: \$30,000

# Collaborative Conservation Grants and Agreements (CCGA)

- Grant funds awarded for:
  - Leadership and Field Services Coordinator
  - Social media training for all districts
  - KACD website renovation
  - Enhanced training
- Former DM hired; Position started in December 2022

## Coordinator Position Description

1. Conduct training, leadership and outreach to conservation districts
2. Increase visibility and access to Climate-Smart agriculture and forestry
3. Increase awareness of soil health principles and practices
4. Promotes improved water quality in source water protection areas.



# DOC and KACD TRAINING PARTNERSHIP

KACD Trainer is in office first week of hire

- Onboarding new hire
- Preparing for board meeting
- Payroll
- QuickBooks
- After LincPass is received, basic NRCS training is provided  
Pitney Bowes, copy machine use, ordering supplies, etc.


# DOC and KACD TRAINING PARTNERSHIP

- DOC training – after background approval
  - Introductory training for DOC staff and programs
  - Business session (minutes, financials, required reports, open records and meetings, etc.)
  - In-person DM led session


# DOC and KACD TRAINING PARTNERSHIP

- DOC Training Cont. – Database Training
  - CSIMS – Cost Share Information Management System
  - Overall CSIMS
  - State Cost Share Process
  - Individual sessions when setting up contracts or payment

# DOC and KACD TRAINING PARTNERSHIP



## County Cost - Share Information Management System (CSIMS)



**Franklin County**  
AA | 📍

**Important Dates**

**August 2023**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2023**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2023**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August :**  
18 - SCC Meeting  
28 - August payment cutoff - 3:30 PM  
Read More...

**September :**  
1 - 2024 Annual Work Plan  
1 - 2024 Operations & Enterprise Bud  
1 - 2024 County & District Certifica  
Read More...

**October :**  
9 - Columbus Day  
26 - October payment cutoff - 3:30 PM  
31 - Deceased Supervisor Update  
Read More...

Work List
Message Board

4 NPS Contracts are Approved  
5 WR Contracts are Approved  
3 WR Contracts are Rejected

[Read More](#)

DOC District Update 8/31/2023  
2023 KACD Employees' Organization Directory  
Supervisor Information Form and Election Results Form CSIMS Guide  
2023 - Important Dates Relating to DOC Programs

[Read More](#)

**Forums**

Annual Meetings (29)  
Board Meetings (11)  
Buffer (0)  
Conservation District Advocacy (3)

Financial Management (23)  
Information and Education (10)  
KACD Meetings (0)  
Other (55)

[Read More](#)

**Cost-Share Tools/Documents**

KSNRI Application Form  
KACD Technician Reporting  
DOC Technician Monthly Re  
Kansas State Treasurer Wa

W-9 Form  
KDHE Interactive TMDL Map  
Kansas Licensed Water Well  
RQEI Project Proposal For

[Read More](#)

**CD Document Submittal**

Monthly Board Meeting Minutes  
Audit  
Budget  
Special Meeting Minutes

Notification of District Audit Review  
County & District Certifications  
Annual Meeting Minutes  
Annual Report

[Read More](#)

**Training Resources**


Supervisor Training Module 1 THE BASICS  
Supervisor Training Module 2 PARTNERSHIPS  
Supervisor Training Module 3 SUPERVISORS RESPONSIBILITIES  
Supervisor Training Module 4 BOARD MEETINGS

[Read More](#)

**Cost - Share Information Management System**

View As: 📊 📅


2024



Allocations

• BUF • NPS • RW • WR


2023



Allocations

• BUF • NPS • RW • WR

2022



Allocations

• BUF • NPS • RW • WR

# DOC and KACD Training Workshop

- Three-day workshop held in August
- Developed and presented by DOC, KACD, and NRCS
- Each district received a \$300 to cover hotel costs (included in grant)
- 2022 workshop for ALL managers (90% attendance)
- 2023 workshop new managers only – 13 attended



# Annual Workshop Agenda

- Building a Successful CD-NRCS Relationship
- NRCS Administrative Items
- CD Responsibilities – Meeting the MOA Responsibilities
- NRCS Programs – What they mean for districts
- Building the Capacity of the Kansas Conservation Partnership (Social media for districts)





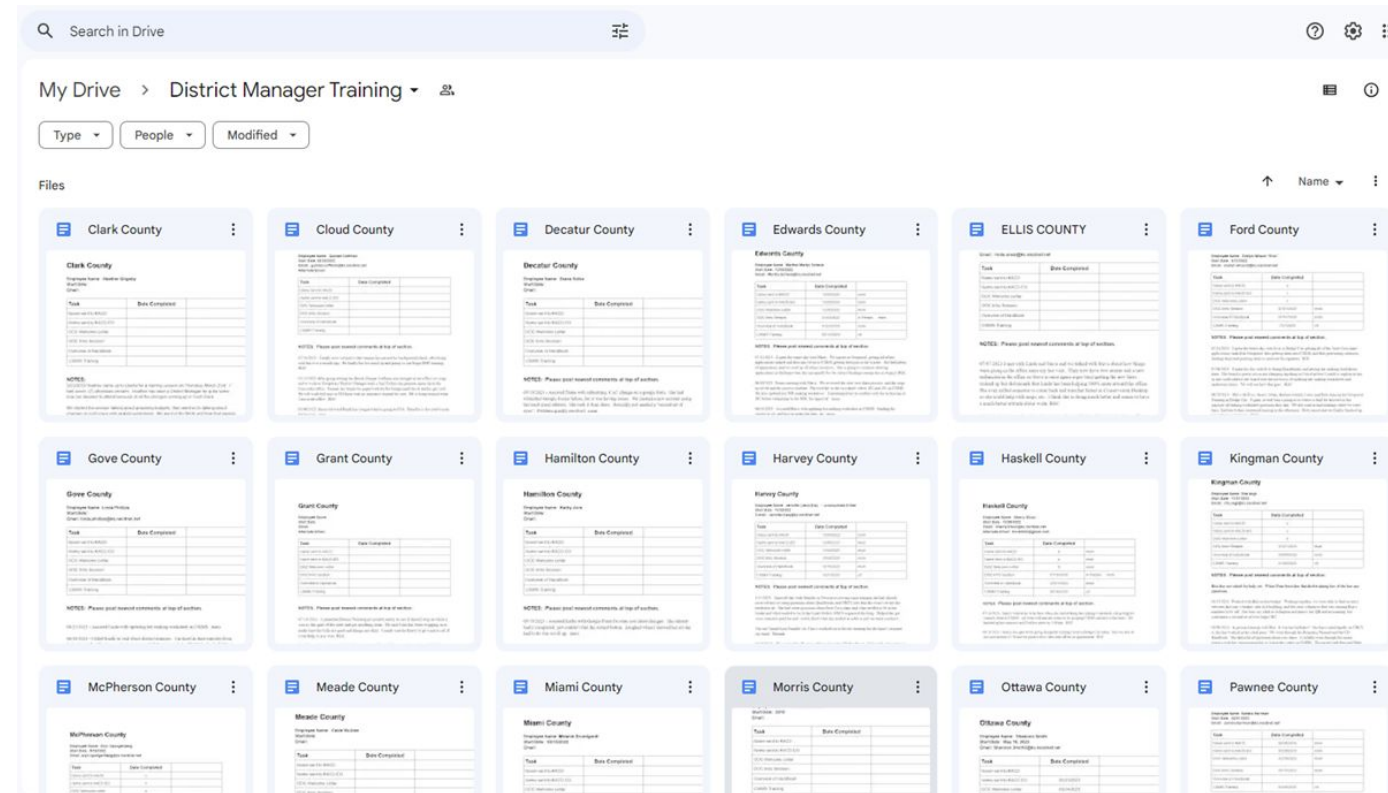
## Annual Workshop Agenda Con't.

- QuickBooks Basics and State Cost Share Program
- NRCS Tools/Map – How to use tools to enhance both NRCS and District products
- CD Manager panel / Open Forum



# Communication

- Google Drive – page for each district
- DOC and KACD have access
- Call or meet every two weeks





# DOC and KACD Training Partner Communication


## Template County

Employee Name:

Start Date:

Email:

Alternate Email:

Task	Date Completed	Initial
Name sent to KACD		
Name sent to KACD-EO		
DOC Welcome Letter		
DOC Intro Session:		
Overview of Handbook		
CSIMS Training:		

**NOTES:** Post newest comments at top of section.

xx/xx/2023 -

## DOC and KACD Training Results

- 2022 Q1 – Q3
  - 22 new managers
  - 6 left before year end (27%)
- 2023 Q1 – Q3
  - 11 new managers (plus 6 current vacancies - all over 5 yrs exp)
  - 1 left before year end (10%)

# DOC and KACD Partnership





# Kansas Department of Agriculture Division of Conservation

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# THANK YOU