

Partnership is Progress

Marsha Meyer
Cathy Thompson

Kansas Department of Agriculture
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.)

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WHAT WAS MISSING

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

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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**

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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**

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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**

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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.**

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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.

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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**
  - **State Cost Share Process**

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DOC and KACD TRAINING PARTNERSHIP

- **DOC Training Continued**
  - **CSIMS – Cost Share Information Management System**
  - **Individual sessions when setting up contracts or payment**

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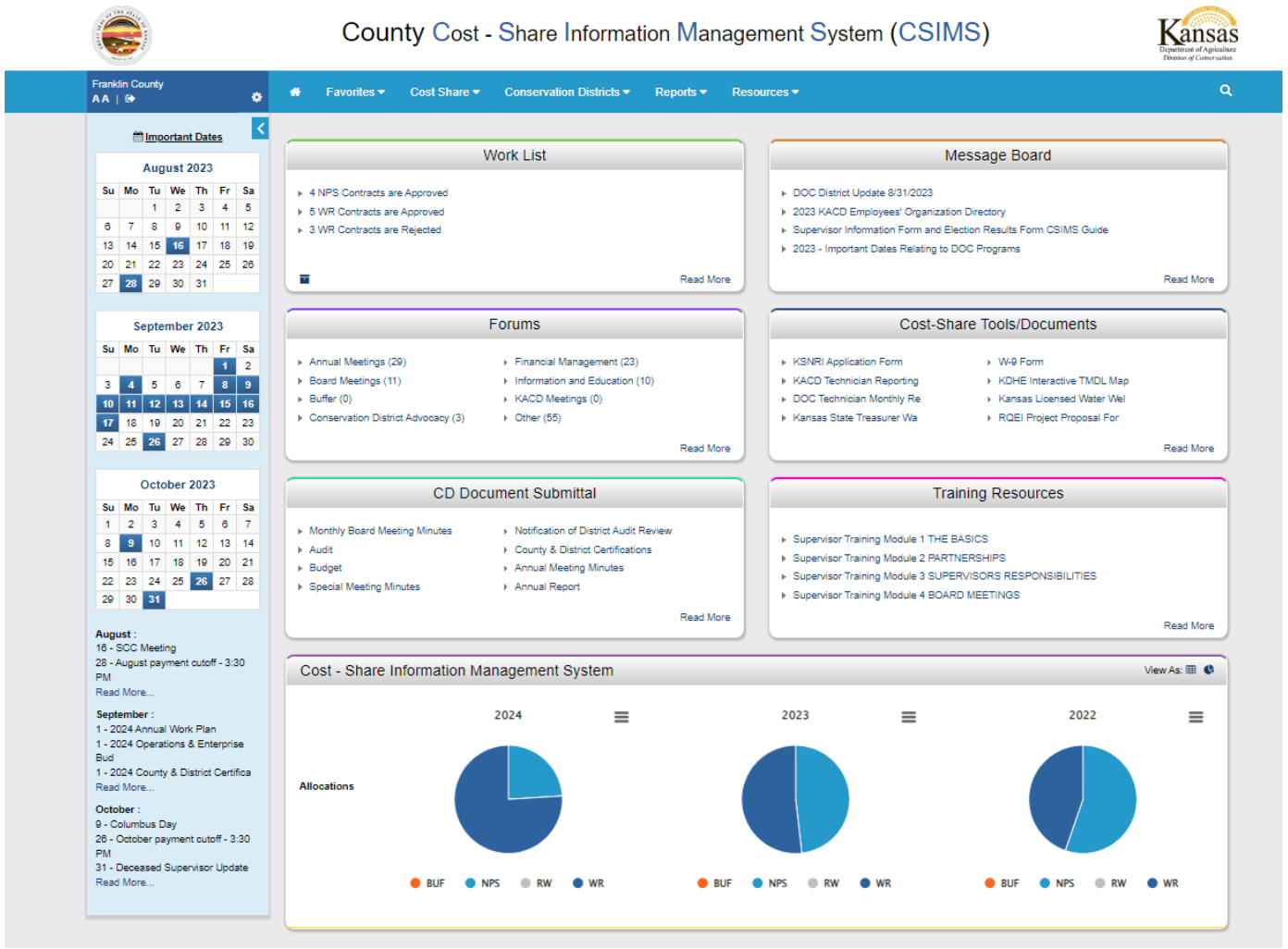
DOC and KACD TRAINING PARTNERSHIP



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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

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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)

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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**

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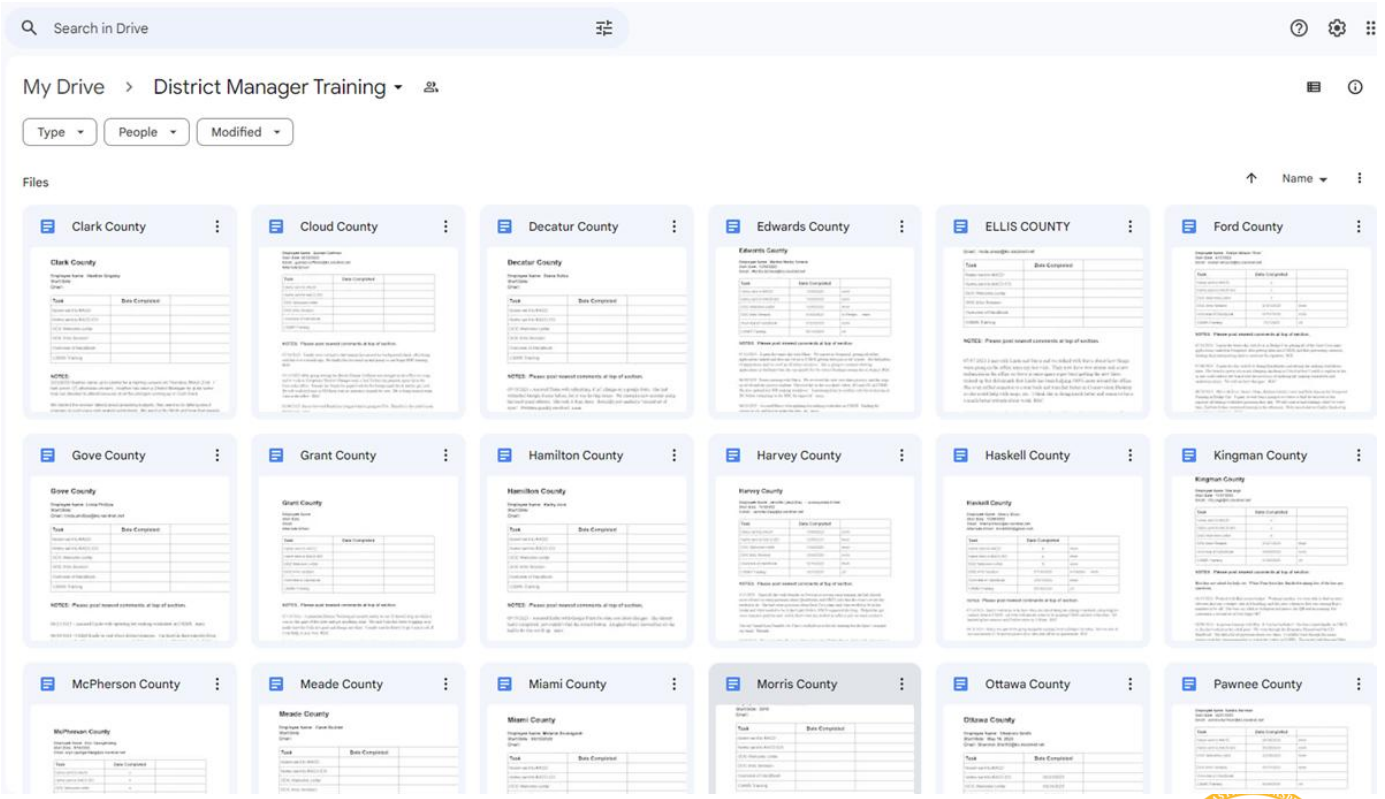
Communication

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



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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 -

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DOC and KACD Training Results

- **2022 Q1 – Q3**
  - **22 new managers**
  - **6 left before year end (27%)**
- **2023 Q1 – Q3**
  - **12 new managers**
  - **1 left before year end (10%)**

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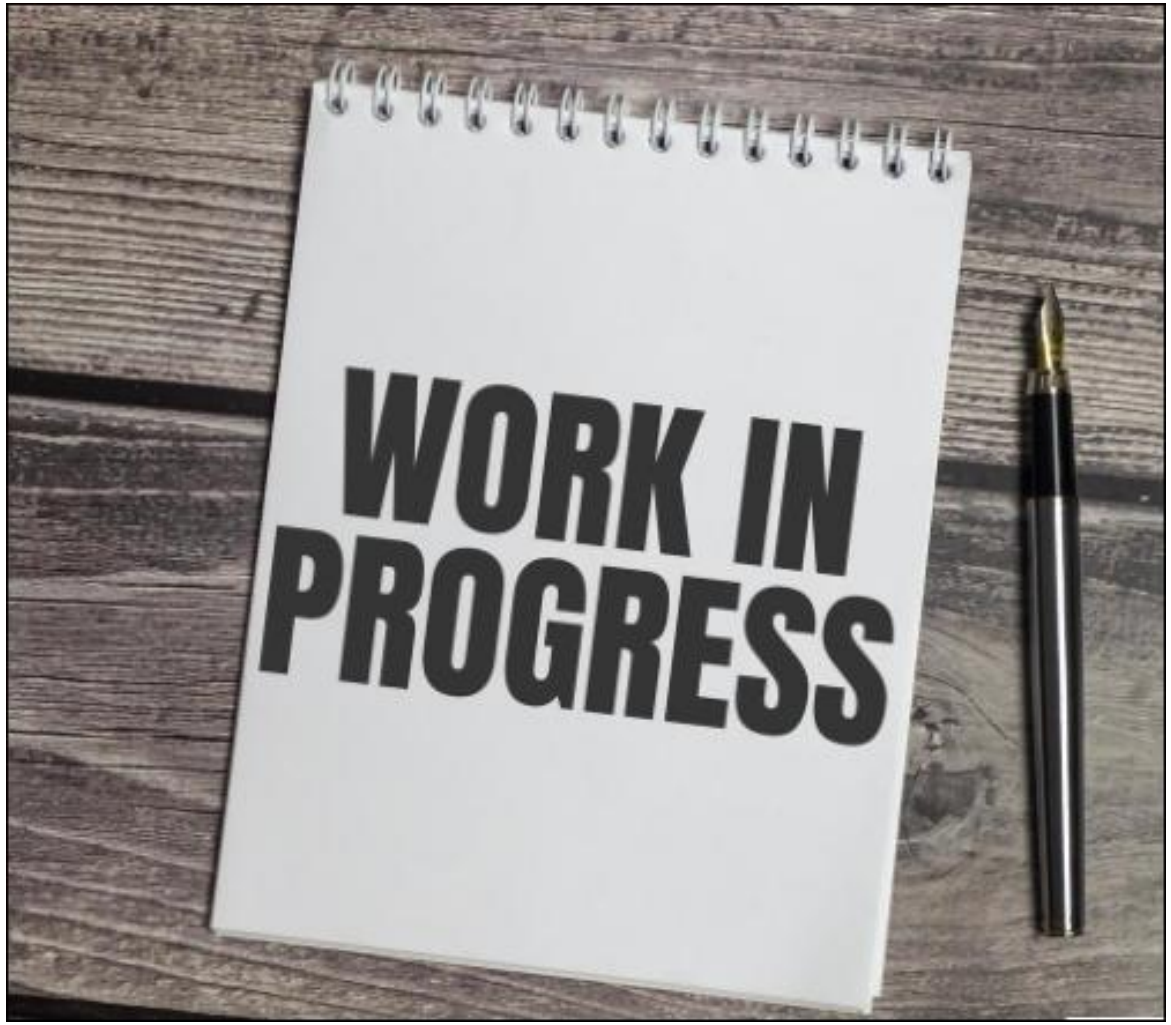
DOC and KACD Partnership



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Cathy Thompson
Program Consultant
Cathy.Thompson@ks.gov
785-564-6619

Marsha Setzkorn-Meyer
Conservation District Program Coordinator
Marsha.Setzkorn-Meyer@ks.gov
785-564-6625

THANK YOU

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