

**Lancaster County Conservation District  
Personnel Committee Meeting Minutes  
Farm & Home Center, Room 115, 1383 Arcadia Road, Lancaster, PA  
Wednesday, January 3, 2024  
7:00 PM**

Attendees: Dan Heller, Sonia Wasco, Herb Kreider and Chris Thompson

**7:00 PM Meeting Called to Order**

The Committee reviewed the staff recommendation to hire Morgan Regan to fill the open Administrative Support position. This is a revised position that would assist in administrative support for the E&S Department, Education Department, and Watershed Department along with receptionist support at the front desk which has been lacking since the COVID pandemic. Several candidates were interviewed for this position by Adam Stern, Sallie Gregory, and Matt Kofroth (Eric Hout also provides support in reviewing resumes for the position). Morgan is a graduate of Millersville University and has provided administrative service support for other companies over the last 3 years. A starting salary was discussed as was a 90-day probationary period bonus. If approved by the Board, Morgan will be starting on January 22<sup>nd</sup>, 2024. Morgan's resume will be circulated at the Board of Directors meeting for additional details.

Morgan heard about the job opening from Watershed Specialist Amanda Goldsmith as part of the district's new referral program which encourages staff to promote and seek quality applicants.

**7:20 PM Meeting Adjourned**