

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

Attendees: Dan Zimmerman (Chair), Herb Kreider, Sonia Wasco, Deryk Shaw, Chris Thompson

7:00 PM Meeting Called To Order

Staffing Updates

The committee received an update on a variety of issues staff are facing as well as an update about the open Finance Assistant position. For the open position, several applications have been received and HR is working with staff to identify qualified candidates for interviews. The intent is to have a candidate ready to present at the May BOD meeting for approval.

LCCD Summer Intern

In March, District staff (Gregory & Goldsmith) interviewed 5 college students that had applied for the summer internship position with the Conservation District. The five students interviewed were selected out of 21 applicants who submitted information compiled by the District's HR firm. All five applicants had exemplary skills suited for the internship position, but one rose to the top during the interview process and we would like to offer the summer internship position to this individual.

Lillian Stehman is a sophomore at Cornell University. Lily, who is from Mount Joy, PA is majoring in Environment & Sustainability in school. She was a Lancaster County Youth Conservation School graduate in 2020 and was an exemplary student. Lily participated in the Wildlife Leadership Academy, focusing on Brook Trout. She has worked at the Turkey Hill Experience since 2021 along with working at Shaw lab at Cornell. From these experiences, Lily has conducted fish surveys, water quality surveys, and has extensive experience with public speaking. Lily will start her internship position with the Conservation District on May 13th, pending her finals schedule, and will work through August 2nd.

The intern will be paid \$14.00/hr. In addition to assisting all District staff, the focused work will be with the Watershed and Environmental Education programs. Funds to pay for the intern will come from a line item in the 2024 District budget for interns.

***The Committee approved presenting this item for Board consideration.**

District Fall Intern

The District's Education and Watershed programs request approval to advertise and interview candidates for a fall intern. We originally planned for a spring intern but we did not receive enough qualified candidates for the position. Since we did not expend funds for a spring intern, we are looking to fill a fall intern to help with both departments. The fall intern will assist the District's Education and Watershed programs with the following activities: fall tree planting and buffer maintenance, preparation for the 75th LCCD anniversary and 2025 Envirothon, long profiles of stream projects, water quality monitoring, and restoration projects.

➤ Fall Intern

- Cost \$14/hour – up to 3 days/week, up to 7.5 hours/day
- Position Posting – 4/8/24 – 5/3/24
- Candidate presented for board approval – 6/5/24
- Dates of employment – 9/16/24 – 12/6/24

***The Committee approved presenting this item for Board consideration.**

Meeting was adjourned at 7:25pm