

**Lancaster County Conservation District  
Personnel Committee Meeting Minutes  
Farm & Home Center, Conference Room, 1383 Arcadia Road, Lancaster, PA  
Zoom: <https://zoom.us/j/91731607863>  
May 1, 2024**

**3:00 PM      Meeting Called To Order**

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

The Personnel Committee met prior to the May 1<sup>st</sup> BOD meeting to discuss staffing updates and two action items. Specific topics include items listed below.

**Staff Updates**

1. Lauren Broadbar – We’ve been told the letter is in the mail, but Lauren has achieved the level of “final certified” within her Act 38 Nutrient Management certification after her Volunteer Nutrient Management Plan she developed was approved at the April Board meeting.
2. Adam Stern – Be sure to also congratulate Adam for successfully passing the Certified Professional in Erosion & Sediment Control Exam (CPESC) last week.
3. Ag Engineering Specialist - The Ag team requested that we move forward with looking for an Ag Engineering Specialist replacement. Because this an existing position with dedicated funding BOD approval is not needed to post the position, but we did want to share with the Directors the timeline for posting and interviewing:
  - April 17<sup>th</sup> – Post position
  - May 15<sup>th</sup> – Application deadline
  - May 21 & 22- Interviews
  - June 5- Board approval

**Committee Action Items**

**1. Remembering Steve**

- Steve’s funeral service was held Sunday, April 21<sup>st</sup>. A floral arrangement was sent on behalf of LCCD staff and directors. Additional details are available at: [https://lancasteronline.com/obituaries/steven-l-reiff/article\\_6b38e09a-25ad-5b5b-8fea-19ac498c64a9.html](https://lancasteronline.com/obituaries/steven-l-reiff/article_6b38e09a-25ad-5b5b-8fea-19ac498c64a9.html).
- Donations – Steve’s wife Jenn has expressed her great appreciation for all of our help, but asked that we use, and help promote, the Go-Fund-Me page Steve’s brother is managing: <https://www.gofundme.com/f/steven-loren-reiff>.
- Memorial Tree - We have been in discussions with the Farm & Home Center about planting a tree in memory of Steve and received permission to do that later in May. A budget estimate of \$350 is requested to purchase a tree and plaque which will be paid for from LCCD Administrative funds.
- Memorial Buffer - Program Managers also have discussed completing a service project in honor of Steve. Details will be worked out with Steve’s family about adding to a buffer project he participated in with his boys. Additional details are still being worked out, but a budget estimate of \$2,000 -\$3,500 will be needed for supplies (trees, tubes and stakes) and will be charged to the Watershed Program’s project budget.
- Separation Package – Whenever someone leave LCCD employment there is a checklist of accounts and benefits that are reviewed and processed. Paperwork has started for the transfer of Steve’s

Health Savings Account (HSA). A claim has been filed for the District provided \$25,000 Life Insurance policy and the Fulton Financial Client Manager for our Pension Plan has been notified about assisting Jenn with the transfer of ownership. The remaining task is to “cash out” any accrued time off (PTO, Vacation or Sick Leave). Standard policy procedure is to reimburse staff for any accrued time off at 50% of the cash value. We have exhausted the remaining PTO and Vacation time during Steve’s hospitalization so we could continue providing a full paycheck and health benefits to the family, but there is a remaining balance in Steve’s accrued Sick Leave that equals approximately 500 hours. Because of the extenuating circumstances of Steve’s untimely passing, staff are proposing to make an exception to the Policy and compensate Steve’s estate at 100% of the cash value which will equal approximately \$16,900. Salary and Benefits are an allowable expense that would be credited to the ACAP program.

2. Finance Assistant Candidate – Staff worked with HR to post and reviewed applicants for our open Finance Assistant position. Four candidates were selected for interviews and Dung Thuy Kieu Le or “Twee” was selected as the candidate to put forward for BOD approval. Twee’s resume and references are attached for review. If approved, Twee will be available to start mid-May.
3. Summer Ag Intern Candidate –There was a Scholarship candidate, Charlie Sheerer, from Elizabethtown College -Engineering who had applied for our Conservation Scholarship. Charlie was not selected for a scholarship, but still caught staff’s eye as someone who might be able to help the Ag Engineering team this summer. Citing the need for the added support for field work, the Ag Team crafted a proposal for a summer position that involved assisting technicians to complete surveys and other field work as well as complete PracticeKeeper data entry for BMP implementation. The Committee reviewed staff recommendation to hire Charlie for the summer position. Details include working 3 days per week beginning in early June and will end early August. Starting at 7:30 till 4:00 with a half hour unpaid lunch He would be paid the standard intern rate of \$14.00 per hour. The committee agreed to move forward with a call to hire recommendation. They also acknowledged that they were breaking from the usual 60-day hiring protocol that includes posting, selecting, interviewing candidates for presentation to the BOD, but agreed to expedite the process to get the most benefit for the team from this temporary position.

**3:48 PM**      **Meeting Adjourned**