

10 Minute Supervisor Trainings



October 2023

Preparing for a Seamless Employee Transition

Even though some conservation districts have multiple employees with varying roles and titles, many have only one employee who manages the office every day. These employees are charged with completing reports in a timely manner, preparing for meetings and other events, and managing various programs throughout the year. Consider for a moment how your district would function if the manager of your office was suddenly unable to perform these duties. Are you familiar with the payroll tax payment process, completing a monthly State Cost Share status report, or preparing a Treasurer's Report? These are only a few of the tasks that your office staff do every month. There are many other monthly, quarterly and yearly obligations that must be met. In this training we are going to discuss how to prepare for a seamless employee transition.

Compile Information for an Operations Binder or Guide

Consider compiling information for a binder or guide with the items needed for the office to function properly if an employee was no longer available or capable of performing their duties. A good place to start would be generating a monthly list of things that need to be done, like reports to complete and submit, bills to pay and things that need to be ordered such as tree seedlings, tax forms and educational materials. Keep a Division of Conservation calendar and a DLG/SPGE (Department for Local Government/Special Purpose Governmental Entity) calendar handy in order to stay on track with monthly reporting. Collect as many step-by-step guides as possible, as well as blank forms and templates to incorporate in the binder. This will help with completing some of the tasks at hand. General information like a list of contacts is also good to include in the binder. Tip: Start working on your binder now. **Don't wait until there is a problem!**





Be Knowledgeable About the Operations of the District

1. Familiarize yourself with the Kentucky Revised Statutes that govern conservation districts and watershed conservancy districts.
2. Develop and maintain a detailed Policy and Procedures Manual (not just the template on the DOC website).
3. Take an active role in developing the district's Annual Budget, Annual Plan of Work, Annual Report, Annual Financial Report and the Long Range Plan.
4. Review and/or revise the Budget EVERY quarter.
5. Pay attention to the bonding coverage and take action to keep ALL funds covered at ALL times.
6. Review and understand your district's audit reports and address any issues in a timely manner.
7. Familiarize yourself with and adhere to Kentucky's Open Meetings and Open Records Laws.
8. Maintain a "Compliant" status as a Special Purpose Governmental Entity (SPGE).
9. Review the District in Good Standing Report card on a monthly basis.

Strive to be a High Performing District

Over 10 years ago, the Soil and Water Conservation Commission (SWCC) implemented the District in Good Standing (DIGS) reporting system. This is a record of how well your district is fulfilling their duties of following the SWCC policies and Kentucky Laws. By familiarizing yourself with this report and reviewing it on a monthly basis, some performance issues could be avoided. Districts that meet all of the requirements receive a 100% score. The preliminary scores are released after the SWCC meeting each July, with an appeal period that ends in September. It is important to know your district's DIGS score and why that score was received. Every district should have a goal of attaining a 100% score.

