

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 13, 2014**

A Special Board meeting of the Lancaster County Conservation District was held on Thursday, March 13, 2014, at 3:00 PM, in room #111 of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Frank Burkhart, Chairman; Dan Heller, Herb Kreider, Commission Lehman, and Sonia Wasco.

The following Associate Directors were present: Don Robinson and Roger Rohrer.

The following District Staff were present: Donald R. McNutt, Administrator; Gerald Heistand, Business Manager; Jeff Hill, Agriculture Department Manager; Kevin Seibert, Agriculture Compliance Coordinator; Nate Kurtz, E&S Department Manager; Matt Kofroth, Education and Outreach Department Manager; and Sallie Gregory, Conservation Education Coordinator. Approximately 14 additional staff members were in attendance.

Guests: Gina Breslin and JoAnn Ladley, North Group Consultants

Frank Burkhart called the meeting to order at 3:03 PM. Don McNutt, District Administrator, introduced Gina Breslin and JoAnn Ladley from North Group. North Group presented the results of their assessment and review of the District and identified the key characteristics of potential candidates for the District Manager position. At the conclusion of the presentation (see attached) North Group entertained questions from those in attendance.

The meeting was adjourned to Executive Session at 3:45 PM for personnel considerations related to the District Manager position.

The regular meeting of the District BOD was re-convened at 4:27 PM. No additional business matters were raised. Dan Heller moved to adjourn, Herb Kreider seconded the motion, motion passed. Meeting was adjourned at 4:28 PM.

Donald R. McNutt
Administrator

North Group Consultants
Candidate Profiling
TM

Organization: Lancaster County Conservation District

Position/Title: District Manager

Responsible Executive: Board of Directors

CHARACTERISTICS (who they are):

1. Diplomatic; good listening & negotiation skills
2. Passionate; genuine desire for conserving our natural resources
3. Integrity, Honesty, Ethical
4. Organized; able to prioritize and solve problems
5. Approachable, Communicator; builds and establishes relationships easily
6. Ambitious, Outgoing; an advocate for common sense conservation
7. Professional; demonstrates emotional maturity

SKILLS (what they can do):

1. Servant Leader
2. Public Relations; create, promote and maintain positive relationships
3. Administrator, Multitask Oriented
4. Educator; creating awareness and providing assistance
5. Motivator, Collaborator; inspires and works well with others
6. Strong Insight; innovative and proactive

EXPERIENCES (where they have been):

1. Community Involvement; including legislative sophistication
2. Business Management; excels in finances, budgets, fundraising, grant writing
3. Project Management
4. Background/Understanding of Agricultural Industry
5. Bachelor's Degree or equivalent desired
6. Computer Proficiency; Microsoft Office

Profile Completed By: Joanne Ladley, Gina Breslin

Date: 2/6/14

