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Harney Soil & Water Conservation District

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**Special Meeting Agenda**

**May 13, 2019**

**4:30 p.m.- 6:30 p.m.**

**-Staff Transition Planning-**

**Meeting Purpose**

**Develop a plan:**

* **to ensure critical SWCD operations continue and obligations are met, and**
* **to prioritize staffing needs and identify immediate next steps in recruitment, hiring, contracting, etc.**

**Meeting Objectives**

* **Understand the current status of Harney SWCD’s workload, budget, and upcoming deadlines.**
* **Identify which items are mandatory.**
* **Identify additional high priority items as appropriate.** (Things you are not willing to put on hold for a few months.)
* **Develop a plan for addressing near term mandatory items and high priority items.**
* **Develop guidance for staff and partners regarding office coverage, messaging, lines of communication, and file/equipment handoff procedures.**

This is a board and staff work session only. There will be no public comment taken by the SWCD board of directors.

Opening - Zola

Review meeting purpose and objectives

Role of facilitator

Discussion guidelines

Where We’re At Right Now – Marty and Sarah

Workload analysis

What are the tasks the SWCD is required to do?

What projects are currently on the SWCD books and what is the status?

What commitments has the SWCD made?

Budget

 Status of SWCD finances as a whole and by project

Timelines

 Major due dates the Board should be aware of

 Upcoming deadlines, tasks

What Tasks Do We Have To Do? – Marty

Which tasks are mandatory for the SWCD? Under what authority?

Of those, which ones must be done in the near term?

 Define “near term”

Other High Priority Tasks? – Zola

Are there any tasks that aren’t strictly mandatory that we really want to do? Things you are not willing to put on hold for the near term?

Plan Development – Zola

Mandatory Tasks – Who, What, Where, When, How

Additional High Priority Tasks – Who, What, Where, When, How

Immediate Operational Guidance for Staff and Partners – Zola

Office Coverage

Lines of Communication

Messaging

What departing staff need to accomplish prior to departure