

## **Workshop Descriptions for the 2018 Training Conference**

### **Accounting and Quarterly Reports 101**

**Wednesday 8:30 am and 9:45 am**

Need a refresher on district accounting procedures? Soil and Water Conservation Program staff will provide examples of best procedures as well as common issues identified through the accounting and quarterly report process. Time will be available for questions and answers, so come prepared. An update will also be given on replacing the accounting system.

### **Actual Cost Database/Contract Payment Review Checklist**

**Tuesday 2:00 pm and 3:15 pm**

Lauren Cartwright, NRCS Natural Resource Specialist, will be discussing the history and process of entering component cost data into the Actual Cost Database. Soil and Water Conservation Program staff will explain the importance of this data to the Cost-Share Program and discuss how the MoSWIMS Component Utilization report can identify contracts a specific component is used on. As time allows, there will be a brief overview of the Contract Payment Review Checklist utilized by program staff.

### **Common Audit Findings**

**Wednesday 8:30 am and 9:45 am**

Find out what to expect when your district gets audited and what other districts have experienced in the process. Whether you are expecting an audit soon or just had one, there is always something to learn about the common findings. A representative from the Department of Natural Resources Internal Audit Program will review some of the common audit findings.

### **Conservation Desktop**

**Tuesday 2:00 pm and 3:15 pm**

Conservation Desktop (CD) is the long awaited replacement for Customer Service Toolkit (CST) and is scheduled to be released in 2019. Learn some of the functions that are currently available in CD, additional functions that will become available before CST is replaced, and how this software will impact field office work.

### **Conservation Planning Certification**

**Tuesday 9:00 am**

What does it take to be an NRCS Certified Conservation Planner? We will cover the training and on-the-job requirements as well as review the timelines for those who are both new to conservation planning and those who have been previously certified. How these changes to the Conservation Planner will affect the SWCD employee Progression Line will also be discussed.

### **Cyber Security: What it means for YOU**

**Tuesday 9:00 am and 2:00 pm**

This presentation will cover a multitude of threats seen by the State of Missouri's Office of Cyber security. Topics will include phishing, malware, social engineering, and how you can defend yourself at work and at home.

Theresa Frommel, CISSP, Acting Deputy CISO, OA-ITSD/Office of Cyber Security

### **Farm Safety**

**Tuesday 10:30 am and 2:00 pm**

Great lessons in life are often learned by a hard day's work on the farm, when priceless values and trusty methods are passed on from one generation to the next. Safety on the farm should also be planted in tradition. Show-Me Farm Safety aims to reduce injuries and fatalities that occur on farms by providing educational resources, tips and safety plans to producers and their families.

### **Field Technical Equipment**

**Monday 10:15 am, Tuesday 9:00 am**

Thoughts and ideas to help you be more productive, connected, and efficient using modern technology. We will discuss using iPads for mapping, office administration, outreach, sales, and more, as well as cutting down paper use for cost-share and board meetings.

### **Guest Program – Canning and More!**

**Monday 3:00 pm**

Canning fruits and vegetables is one of the great side benefits of growing your own garden. But you don't have to just can the "fruits" of your garden. Learn about preserving and canning foods you never thought of before.

### **Missouri Envirothon Resources**

**Wednesday 8:30 am and 9:45 am**

See what resource materials are available for you to help advisors and teams in your county prepare for Envirothon competitions. If you are not familiar with the Envirothon program, see what the excitement is all about.

### **Missouri Organic Farming Opportunities**

**Tuesday 10:30 am and 3:15 pm**

Learn the basics of Organic Farming, the organic certification process, and what opportunities are available to assist Organic Producers through NRCS Farm Bill Programs. Also find out about ongoing Outreach efforts and partnerships in Missouri to assist Organic Producers and individuals wanting to learn more.

### **Stress Management and Creating Balance in Your Life**

**Monday 10:15 am**

Managing life's challenges in a healthy way allows you to take better care of yourself and your overall health. Learn techniques to deal with life's stress, make smart choices and explore ways to live a healthier life.

Renee Christensen, PhD, Ext Linn

### **Supervisor/ Employee Orientation**

**Monday 10:15 am**

Are you a rookie district supervisor for a Soil and Water Conservation District or a veteran supervisor and find yourself wondering if your district is on the right track? Maybe you are an employee that just wants to learn more about your responsibilities or simply looking for a refresher on your duties. Soil and Water Conservation Program staff will give you an overview

of the day-to-day operations of a district and the roles and responsibilities of district supervisors and employees.

### **WQ10 Stream Protection and C650 Streambank Stabilization**

**Wednesday 8:30 am and 9:45 am**

Streambank protection and buffers are the last line of defense to protect the quality of the water reaching our rivers and streams which is important for livestock watering, irrigation, recreation, and drinking water. Learn about updates to the Streambank Stabilization Practice and some history behind the changes, and also how experts in the soil and water conservation districts market the Stream Protection Practice which excludes livestock from water bodies and provides an alternative water supply.

## **General Session**

### **Missouri's Sunshine Law – What You Need To Know**

**Wednesday 11:00 am**

Missouri's Sunshine Law can be challenging. This training will discuss the fundamental requirements of compliance with Chapter 610, RSMo. Course participants will learn about meeting notice, minutes, closed session protocols, voting, open records, and more.