



Wisconsin's State Inter-Agency Training Committee

SITCOM's Mission: To maintain and strengthen a statewide team of well-trained conservation professionals that carry on Wisconsin's rich history of conserving soil and water resources through a coordinated and efficient partnership.

Minutes

Monday, December 7, 2020 / 1:00-3:00 p.m.

Present: Bart Chapman, Stacy Dehne, Coreen Fallat, Karl Gesch, Matt Krueger, Anne Nardi, Kelli Neitzel, Dan O'Connell, Josh Odekirk, Josh O'Neil, Penny Pohle, Chris Schlutt, Mike Stanek, Matt Woodrow, Pete Wurzer, Drew Zelle

Absent: Steve Becker, Mimi Broeske, Kevin Erb (excused)

Update of SITCOM 2020 process: Coreen gave an overview of SITCOM's history and our 2020 facilitated discussions. Goal is to build improved coordination and a framework for statewide and area trainings.

Action: None.

Review and approve decision-making process: Penny presented draft language that required two-thirds of the committee to be present to make decisions, first be consensus-based, and if that doesn't work then vote. Committee removed the two-thirds requirement. Changed the sentence to "The committee members present will attempt to make decisions by consensus." The language will become part of the Operational Guidance.

Action: Coreen will add the approved language to the Operational Guidance.

Review and approve committee member responsibilities: Reviewed the responsibilities presented. Made this a separate bullet - Members are responsible to find a knowledgeable alternate to attend a meeting if they are unable to attend. Will add these responsibilities as an appendix in the Operational Guidance.

Action: Coreen will add the approved language to the Operational Guidance.

Review and approve Operational Guidance: Reviewed the updates made after the November SITCOM meeting. The updated guidance was approved, with the acknowledgement that it will include the decision-making process and member responsibilities as agreed upon. This is a living document and will be updated as necessary. The plan is to review this document annually in September.

Discussed where to post and share documents. It was determined that the Operational Guidance and approved minutes will be posted on the SITCOM webpage on WI Land+Water's website. In the future if there are documents (training materials, curriculum, etc.) that are only for SITCOM members, possibly use SharePoint or a password protected webpage only accessible to committee members.

Action: Post updated Operational Guidance on WI Land+Water SITCOM webpage.

Develop 2021 training workplan and prioritize trainings: Each area will continue to provide their own trainings, but the goal is to avoid duplication and determine if it's a statewide need or if the AITCOMs can work together on particular trainings. The AITCOM training catalogs are combined into one statewide training catalog.

NRCS is working on trainings, maintaining TSP certifications, job approvals, and they have developed the NRCS FY2021 Training Plan that was shared with the committee members. Many trainings will be available for LCD staff to attend plus some will be for all partners.

We have more training needs information this year because of training survey. Committee started reviewing the top ten statewide needs and began developing the 2021 SITCOM training workplan but ran out of time to complete the workplan. Decided to meet again in January. Penny will send out a Doodle Poll for a morning meeting at 8:30 a.m. but not on the second Tuesday of the month or any Monday.

Coreen and Penny will work on the getting the remaining highest ranking priorities populated to help with the next meeting's discussion.

At a later time we will review how survey is written and distributed. It was noted that survey needs to refine more specific courses for ones that are too general. When we share the SITCOM training workplan and AITCOM statewide training catalog, we need provide other options of where trainings not being offered can be found (SITCOM Training E-newsletter, websites, etc.) and the reasoning on how trainings were selected.

Action: Penny will send out a Doodle Poll for a January meeting date to finish 2021 SITCOM training workplan. Coreen and Penny will create a training needs document to help complete the 2021 SITCOM training workplan.

Meeting adjourned.

SITCOM Members

- AITCOM-#1-Northern/Park Falls - Stacy Dehne
- AITCOM-#2-NW/Altoona - Josh O'Neill
- AITCOM-#3-NE/Appleton - Drew Zelle
- AITCOM-#4-SW/Richland Center - Kelli Neitzel
- AITCOM-#5-SE/Juneau - Josh Odekirk
- Dept. Ag, Trade and Consumer Protection - Matt Woodrow, Coreen Fallat
- Dept. of Natural Resources - Karl Gesch, Nate Walker
- Natural Resources Conservation Service - Steve Becker, Mike Stanek
- Professional Improvement Committee (PIC) - Dan O'Connell
- Technical Committee (TC) - Dan O'Connell
- UW-Madison College of Ag and Life Sciences - Mimi Broeske
- UW-Madison Div of Ext. - Kevin Erb, Anne Nardi
- WI Land+Water - Penny Pohle, Chris Schlutt
- Member at large, professional engineering practitioner - Vacant