
Training and Operational Assistance from ODA

Oregon Department of Agriculture
Soil and Water Conservation District Program
503-986-4700
<http://www.oregon.gov/ODA/programs/NaturalResources/SWCD/Pages/Default.aspx>

Overview

The Oregon Department of Agriculture Soil and Water Conservation District Program offers a number of trainings to help support district operations, directors, and staff. Our staff is also available to provide operational technical assistance by phone, email, or in person. Please feel free to contact us with any of your questions!

Training Opportunities

Board Micro Trainings

Micro Trainings are 20-30 minute trainings that can be offered to your board and staff during your regular board meetings. They are meant to stimulate conversation and questions particular to your district's operations. Some districts opt to have several of them done back to back in a work session before the regular board meeting. Topics available are listed in the right column, but new topics based on your needs can be developed.

SDAO Board Practices Assessment

Special Districts Association of Oregon offers a Board Practices Assessment that, once completed, offers not only a tool to improve your operations, but also a 2% credit on your SDAO provided insurance. Eric Nusbaum has now been certified to conduct these Board Assessments. They take about 1½ hours and are usually conducted in a special work session, either separate from a regular board meeting or before a regular board meeting.

New Director/Employee Packets

ODA will send to new directors, as elected or appointed, a welcome packet which includes almost a dozen fact sheets on various topics of importance to board members (many of these align with the Board Micro Trainings). Also enclosed is a copy of the Government Ethics Guide and Oregon Revised Statute (ORS) 568, which governs soil and water conservation districts and the agricultural water quality program. These packets can be mailed to new employees as requested.

New Employee Orientation

Eric Nusbaum has developed a two-hour new employee orientation presentation that can be presented one-on-one to new employees in their offices. This training is especially recommended for districts with limited staff where availability of on the job training from fellow employees is limited. Topics include state laws that govern government employees (ethics, public meeting and record laws, etc.), the relationship between districts and the various government agencies, and other important topics to those new to both government and the SWCD world.

SWCD Program Contacts

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Micro Training Topics

- Director Powers
- Ethics
- Public Record Law
- Public Meeting Law
- Effective Board Meetings
- Political Campaign and Lobbying
- District as Employer
- Financial Management

Other Training Topics

- Time Management
- Employee Coaching

Financial Operational Reviews

Financial Operational Reviews will be available starting spring 2017. These reviews will assist districts in evaluating the effectiveness of their financial policies and procedures. A report of the findings will be presented to the district management and board. Any areas of concern will be accompanied by recommendations and the offer of assistance.

Contact Eric Nusbaum for more information or to schedule training and reviews.
enusbaum@oda.state.or.us or 541-688-0396.