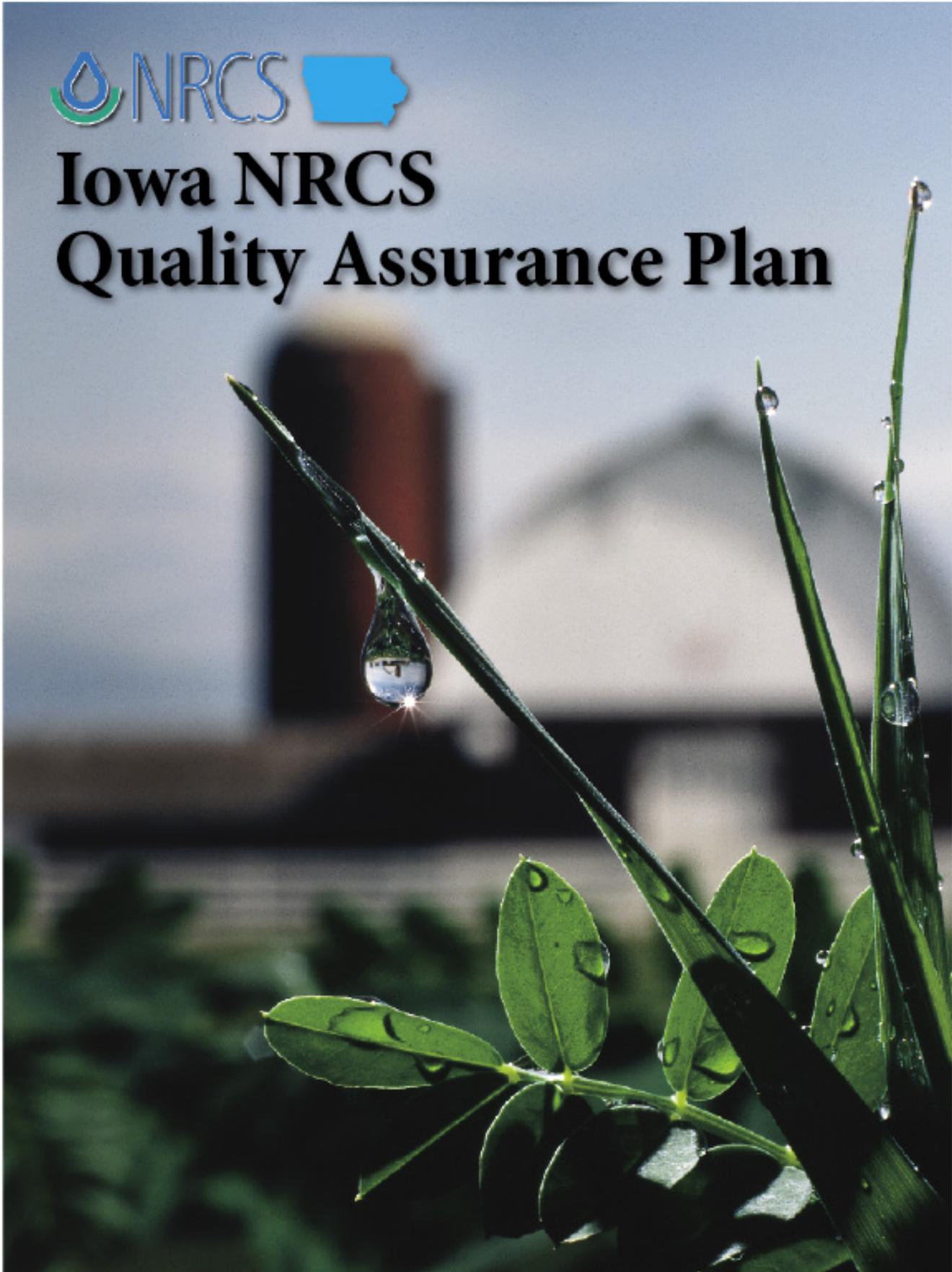




Iowa NRCS Quality Assurance Plan



Iowa NRCS Quality Assurance Plan

GM Title 340 (Strategic Planning and Budget Analysis)
Part 404 (Evaluations)
Subpart B (Oversight and Evaluations)
404.13 (State Quality Reviews)

I. Introduction

- A. Purpose: The IA NRCS Quality Assurance Plan provides for a consistent and coordinated state-wide effort to ensure there is clear direction, effective training and disciplined follow-up while ensuring that NRCS employees have the necessary knowledge, skills, and abilities to provide high quality products and services to our customers.
- B. Iowa NRCS Quality Assurance includes ten major efforts:
 1. Identification of those processes that need to be performed consistently across the state followed by the development of Process Step Tables, Flow Charts and Review Tools for those processes.
 2. Technical and program reviews, including spot checks and status reviews:
 - a. Technical
 - i. Conservation plans and systems including erosion estimations based on RUSLE2 calculations.
 - ii. Conservation practices - agronomic and engineered- design, layout, and checkout. All applied practices (cost share and non-cost share) are subject to quality assurance, including compliance with the Statements of Work.
 - iii. Highly Erodible Land Compliance (HELIC) and Wetland Compliance (WC).
 - iv. Technical Standards and specifications
 - b. Program
 - i. Eligibility determinations
 - ii. Ranking process
 - iii. Contracting procedures
 - iv. Status reviews
 - v. Cost share
 - vi. Processing of payments
 3. Area Quality Reviews to validate the information gathered during spot checks, status reviews, technical reviews and program reviews, as well as to evaluate the management and leadership of the Area and Field Offices and examine the most critical strategic issues in the state or Area.
 4. Leadership Development: 360 evaluations (summary and analysis of feedback to the Leadership Team and Principal Staff from their peers, direct reports and their supervisor) to improve management and leadership skills in the state.
 5. Documentation of decisions made by the Leadership Team and a system to track progress on implementing those decisions.
 6. Job approval authority, including planning and engineering
 7. Reviews of RC&D Council Operations, Program Administration and Management.
 8. Civil Rights Reviews.
 9. Administrative Operations Reviews.
 10. Other items that Management determines are critical to the overall mission of NRCS.

- C. To maintain a high level of quality work, employees need to know and understand the policy and procedures related to their day to day work. Employees are encouraged to seek guidance when questions or unique situations arise.
- D. Quality assurance activities are conducted to promote sharing of knowledge and information among employees.
- E. Iowa NRCS Quality Assurance has several goals:
 - Maintaining high levels of technical quality.
 - Performing in compliance with policy and within legal authorities.
 - Recognizing employees' commendable work.
 - Maintaining high levels of productivity and efficiency without sacrificing quality.
 - Gathering better information on where to spend resources on technology and/or training.
 - Gathering more timely information on how IA is doing (performance and budget implications).
 - Consistent processes resulting in consistent outcomes and minimization of re-work.
 - More concise, complete and consistent direction to the field from State Office principal staff, section heads and program leads resulting in better customer service.
 - Better training tools and reduction of "start-up time" for new employees.
 - Continuous improvement of management and leadership skills in the state.
 - Developing and maintaining high levels of partner and customer satisfaction.
- F. Quality Assurance activities are to be conducted continuously to ensure accountability and results, as well as to assist in identifying needed changes in policies and operations and integrating those changes to optimize human, financial and other resources.

II. Policy

- A. Iowa NRCS State Office uses six principal types of reviews:
 1. Oversight and Evaluation Reviews, which are planned and implemented by National Headquarters Management and Oversight Division.
 2. Area Quality Reviews, which are conducted in accordance with the Area Quality Review Guide (5/31/2006) to evaluate the leadership and management skills of the line officers and the effectiveness of policies, activities, and programs.
 3. Functional Reviews, which are conducted when a potential deficiency exists within a specific function or discipline.
 4. Spot checking and Status Reviews as outlined in the General Manual
 5. Leadership Development: 360 Evaluations as part of the Leadership Team and Principal Staff continuous improvement
 6. Routine reviews of RC&Ds, Civil Rights and Administrative Operations.
- B. Assistant State Conservationists for Field Operations are responsible for quality assurance in their Areas. ASTC(FO)'s are granted latitude in the establishment of some procedures to complete quality assurance and should involve their staff in the development of these procedures and share the results with the entire staff. However, if the procedures are outlined in the state's Process Step Tables, they must be followed.
- C. The following items will be considered when developing state-wide or Area-wide procedures:

1. Quality assurance is most efficient and effective when incorporated into normal field office operations. Quality assurance may be accomplished as program activities are being applied or as the layout and design of practices are completed. Mistakes, errors, or problems can be corrected as the work progresses, rather than waiting for completion.
 2. Quality assurance should be viewed as an opportunity for the interchange of ideas for improvement in processes and procedures.
 3. ASTC (FO)'s are responsible for promptly addressing deficiencies found during quality assurance reviews by scheduling actions and conducting follow-up.
- D. The State Conservationist is responsible for quality assurance in Iowa with leadership provided by the Assistant State Conservationist for Operations (ASTC-O) and assistance provided by the Leadership Team, the Principal Staff, Resource Specialists and the State Quality Assurance Lead.
- E. Each State leader is responsible for outlining and implementing quality assurance procedures for their areas of responsibility. This may include maintaining criteria, process step tables, checklists and review tools for quality assurance as well as directly participating in quality assurance and/or assigning discipline specialists to assist with review activities.
1. Discipline Specialists will provide assistance to Area and Field Offices with local quality assurance activities as requested.
 2. Discipline Specialists will carry out independent quality assurance reviews in coordination with ASTC (FO)'s to assure statewide quality assurance.
 3. Discipline Specialists will complete quality assurance reviews as identified by or requested by the Leadership Team or Principal Staff.
 4. Discipline Specialists will regularly review the Field Office Technical Guide, the National Planning Procedures Handbook and other handbooks and manuals maintained in the field office to assure currency and consistency with National and State guidelines.
- F. DC's will ensure that quality assurance is completed within their area of responsibility.
- G. Each NRCS employee in Iowa has a responsibility to assist in ensuring high quality in NRCS' activities, to provide input for improvements in delivery, productivity and services, and to implement corrective actions resulting from appraisals and reviews.

III. Guidelines

A. Process Step Tables:

1. Identification of processes needing to be consistent state-wide will be done by the Assistant State Conservationists, the Principal Staff and District Conservationists.
2. Once a process for state-wide consistency is identified, the responsible person will draft a Process Step Table or Flow Chart.
3. The Bringing Excellence and Systems Together (BEST) Team will review the table and give their feedback.
4. The Tables will be field checked after the BEST Team has approved them.

5. After the field check, the table will be revised, if needed, and put on the intranet.
6. The ASTC (O) will coordinate an annual review of Process Step Tables with the programs and technical staffs to ensure that checklists are current and adequate to achieve the desired outcomes.
7. See <http://www.ia.nrcs.usda.gov/intranet/BEST.html> for list of processes approved by the State Conservationist.

B. Technical and program reviews:

1. Quality assurance will include the technical quality of the program activities, conservation planning and practice installations. This will include: necessity and adequacy of planned systems to meet resource concerns, accuracy and adequacy of designs, quality of installation, compliance with the Statements of Work, accuracy of measurements and computations and the adequacy of supporting records.
2. Quality assurance will also assess NRCS work products in terms of efficiency, consistency and conformance with NRCS policies, principles, rules and regulations:
 - a. Highly erodible land compliance (HELC) and wetland compliance (WC)
 - b. Programs - ranking forms, eligibility determinations contracts, status reviews, cost share, etc
 - c. Technical Standards and specifications
 - d. Soil survey field reviews are conducted within major land resource areas. The review is a vehicle through which the MLRA office maintains quality assurance, ensures that technical standards are met, and provides for progressive correlation.
3. Selection of the program, activity or practice installation to be reviewed.
 - a. The kind and number of program activities or practices installed in the calendar year will be determined from field office records such as PRS, Customer Service Toolkit and ProTracts.
 - b. Quality assurance of technical service providers or contractor checkout will be incorporated into the quality assurance process.
 - c. Quality assurance will be conducted for all program activities and practices on all land in which NRCS employees have a vested interest
4. State Office specialists including Program (CRP, EQIP, WRP, CSP, WHIP), Resource (Agronomy, Biology, Grasslands, Forestry, Cultural Resources, Conservation Planning), Engineering, and Soils will be accountable for developing a quality assurance plan and procedure for their areas of responsibility. This may include maintaining criteria and checklists for quality assurance as well as participation in quality assurance.
5. ASTC (FO)'s will ensure that employees do not provide quality assurance on land in which they have a potential conflict of interest.
6. Notes and records of reviewed program activities/practices shall be filed at the field office in the Quality Assurance section of the correspondence files.
7. As quality assurance is completed, it will be documented on approved forms and worksheets and filed in the correspondence files.
8. The annual spot check process will be the means through which conservation planning, practice application and program compliance will be monitored in accordance with Iowa policy.

9. The National Food Security Act quality assurance is the responsibility of the ASTC for Operations who ensures NRCS responsibilities for Highly Erodible Land and Wetland Compliance are carried out according to the National Food Security Act Manual.

10. *For detailed guidance and requirements for technical and program reviews, see:*

- *GM 450, Part 407, Subparts A, B, and C*
 - *Field Office Technical Guide*
 - *NFSAM (180-V-NFSAM, Part 519 for Highly Erodible Land and Wetland Conservation Compliance*
 - *2-CRP Paragraph 403 B (Annual Status Reviews) for CRP*
 - *Conservation Programs Manual (440-V-CPM) Part 512 Section 512.55, Contract Reviews, and Section 512.56, Quality Assurance for WHIP*
 - *Conservation Programs Manual (440-V-CPM) Part 512 Section 512.55, Contract Reviews, and Part 515 Section 512.82 for EQIP*
 - *Conservation Programs Manual (440-V-CPM) Part 512 Section 512.55, Contract Reviews, and Part 518 Section 518.106 for CSP*
 - *Conservation Programs Manual (440-V-CPM) Part 514, Subpart G (Quality Control) for WRP*
 - *National Planning Procedures Handbook*
 - *GM 420, Part 401 and Section IV, Paragraphs B and C of the State Level Agreement between Iowa NRCS and the Iowa State Historic Preservation Officer Cultural Resources*
 - *GM 120, Part 404 for Land Treatment - Long Term Contracting*
 - *National Engineering Manual, Part 501, Subpart A (Authorizations), 501.05(b) Post Reviews*
 - *National Engineering Manual, Part 511, Subpart A (Procedures), 511.05 Design Checking and Review*
 - *National Engineering Manual, Part 512, Subpart D (Quality Assurance Activities), 512.32 Quality Assurance Procedures*
 - *National Engineering Manual, Part 512, Subpart E (Equipment, Records and Coordination), 512.41 Records*
 - *National Engineering Manual, Part 512, Subpart F (As-built Drawings)*
 - *Section 609 of the National Soil Survey Handbook*
- Iowa Amendments:*
- *450 GM, Subpart C, 407.2, Spot checking, IA Amendment 6, June 1994*
 - *450 GM, Subpart B, Documentation and Certification, IA Amendment 4, April 1992*
 - *NEM Iowa Amendment 32, May 2003*
 - *NEM Iowa Amendment 26, Nov 1987*

C. Area Quality Reviews:

1. Schedule of Area Quality Reviews (based upon funding levels)

Iowa Area Quality Review Calendar Year Schedule

Area 4	2006	2011	2016
Area 5	2007	2012	2017
Area 3	2008	2013	2018
Area 2	2009	2014	2019
Area 1	2010	2015	2020

2. See Area Quality Review Guide (5/31/2006) for specific direction on Quality Reviews in Appendix A.

D. Leadership Development: 360 evaluations to improve management and leadership skills in the state

1. The Principal Staff and the Leadership Team will receive feedback from their peers and direct reports on a bi-annual basis.
2. The results will be used in develop training plans for continuous improvement of leadership and management skills.
3. The State Conservationist is responsible for monitoring and evaluating the progress of the Principal Staff and the Leadership Team.
4. *See Template used for Development Plans incorporating 360 Feedback, Appendix B.*

E. Documentation of decisions made by the Leadership Team and a system to track progress on implementing those decisions:

1. The Executive Assistant to the State Conservationist documents all decisions made during Leadership Team, Principal Staff, State Office Leadership Team, and Leadership Team/Principal Staff meetings.
2. The Executive Assistant to the State Conservationist keeps track of progress made on all decisions.
3. The Executive Assistant to the State Conservationist has a system for reminding those responsible for actions or follow-up.
4. The Executive Assistant to the State Conservationist puts items and issues on the meeting agendas until they are completed or the STC decides no further action is needed.
5. *See Prework Template, Appendix C, and Meeting Agenda Template, Appendix D, for more information*

F. Job approval authority - planning, engineering

1. Job approval authority is the responsibility of the State Engineer and the State Resource Conservationist.
2. For engineering job approval authority, see National Engineering Manual, Section 501 and Iowa Amendment 32 dated May 2003.
3. Approval to complete HEL and wetland determinations or cultural resources evaluations is dependent upon successful completion of the required training.

G. RC&D Council Operation and Program Administration and Management:

1. The reviews will be completed on a five year rotation
2. The reviews will cover the following:
 - a. Council Operations
 - i. Area Plans and Plans of Work
 - ii. Projects
 - iii. Grants management
 - iv. Council membership
 - v. Council member training
 - vi. Council support

- vii. Council fiscal responsibilities
- viii. Volunteers
- ix. Working with the legislature
- x. Meetings and minutes

b. Program Administration and management

- i. RC&D database
- ii. Role of the Coordinator in program management, effectiveness and accountability
- iii. The Administrative Assistant position
- iv. Procurement
- v. Equipment
- vi. Fiscal management
- vii. RC&D Office

H. Civil Rights Reviews:

1. Civil Rights reviews will be conducted with other appraisals whenever possible and will cover the following:

- a. Programs
- b. Training
- c. Public Notification
- d. Data collection
- e. Records
- f. Complaints
- g. Partner Responsibility
- h. Office Accessibility
- i. Employment and Recruitment
- j. Counseling
- k. Mediation
- l. Awards
- m. Awareness
- n. Special Emphasis Programs

2. The information gathered will be used to focus on needed training, issues of concern and commendations, if any.

I. Administrative Operations Reviews:

1. The reviews will include the following:

- a. Human Resources
- b. Financial Management
- c. IT
- d. Purchasing and Contracting
- e. Public Affairs

2. Operations review will review accountability tools, workload management, fund management and partnership agreements management

IV. Reporting

- A. Documentation of reviews of programs/activities shall be provided to the line officer as soon as possible after the review but no later than 15 days after the review.

- B. As quality assurance is completed, it will be documented in a report or on approved forms and worksheets. The most current version of checklists or forms will be used.

- C. The ASTC(O) will provide an Iowa Quality Assurance Report to the State Conservationist annually by December 31st.
- D. The Leadership Team and Principal Staff will annually discuss the Iowa Quality Assurance Report to develop a state-wide list of concerns that may warrant additional training, guidance, or other help, and to develop a list of areas of superior achievement in order to provide feedback and recommendations for adoption state-wide.

Approved: Richard Van Klaveren
Richard Van Klaveren, State Conservationist

Date: 5/23/2007

IOWA NRCS

AREA QUALITY REVIEW GUIDE

Approved: /s/ Richard Van Klaveren
Richard Van Klaveren, State Conservationist

Date: 5/31/2006

AREA REVIEW GUIDELINES

A. GOAL

To provide managers with the information they need to make strategic responses to current and emerging situations.

B. OBJECTIVES

- To monitor progress on meeting the Agency's Strategic Plan, goals and objectives.
- *To provide an opportunity for the State Conservationist, Principal Staff and Assistant for Field Operations to evaluate accomplishments and to work on issues as an integrated team with the field staff.*
- To evaluate the quality of our performance in managing the natural resources, human resources, and financial resources of NRCS in Iowa
- To give an opportunity to Area and field office employees to provide direct feedback to the State Conservationist and Principal Staff.
- Identify trends, patterns, and general management issues from a state-wide perspective by looking at Area operations over time.
- To assess how effective we are in achieving a diverse organization.
- To discover useful innovations that might be nurtured and duplicated throughout NRCS.

C. OVERVIEW OF AREA REVIEW PROCESS

The purpose of the review is to provide managers with the information and feedback needed to establish future management strategies by:

- ☞ Self-evaluation by the Area on issues identified by the State Office.
- ☞ Review of the self-evaluation report by the team and an on-site validation of that self-evaluation.
- ☞ Evaluation of the current management situation in an Area, including the results and effectiveness of implementation of the Agency's Strategic Plan, mission, and related management activities.
- ☞ Documentation of "Observations for the ASTC (FO)'s consideration" that the ASTC(FO) will use to define the future management objectives and Business Plan elements.
- ☞ Documentation of "Observations for the State Conservationist's consideration" that the State Leadership Team and Principal Staff will evaluate to see if they reflect state-wide situations and need a strategic response by the State Leadership Team and/or the Principal Staff.
- ☞ Review of Area-level QA activities and outcomes.
- ☞ Review of identified strategic issues to improve the effectiveness/efficiency of the Area operations.

One or two Area reviews are completed each year and have two parts: one part relates to the management of the specific Area and one part relates to the management of the entire state:

1. The Area-related part of the process is completed after: (a) the review team provides the ASTC (FO) with a report that documents its observations and (b) when the ASTC(FO) responds to the observations through his/her Business Plan.
2. The state-wide part of the process is completed after: (a) the Iowa Leadership Team and Principal Staff have considered the issues that seem to warrant state-wide attention; and, (b) the State Conservationist has incorporated appropriate action into Iowa NRCS' Business Plan or Area Review Action Plans.

An interdisciplinary team led by the State Conservationist conducts each Area Review. The Team can split up for special needs, but will usually be together and will consist of:

- State Conservationist
- Assistant State Conservationists
- Principal Staff, depending on the issues identified and which issues the ASTC (FO) and STC agree to focus on.

D. PLANNING AND PREPARING FOR A GENERAL MANAGEMENT REVIEW.

The State Conservationist determines Area(s) to be reviewed and appoints the Review Team Leader for each review.

The selection of the Area(s) to be reviewed each year is based upon the amount of time that has elapsed since the last review, emerging issues, new initiatives, or changes in an Area's management situation. These reviews will be identified in the state's Business Plan under Quality Assurance.

STC and ASTC (FO) will establish date for the review and time frames for the prework. The ASTC (O) and ASTC (FO) will work together to plan the review. The ASTC (O) will keep the SOLT and PStaff updated on what's happening.

State Office Principal Staff will be asked to suggest topics that they'd like to have considered during the upcoming review. A consolidated list of the topics suggested for each Area will then be sent to the ASTC (FO) five to six weeks prior to the review.

ASTC (FO) provides to the State Office team at least two weeks prior to their visit, in case there are changes required:

- 1. A Self Evaluation report, addressing the issues identified by the PStaff and SOLT.**
- 2. A list of strategic issues to be reviewed during the field review that the ASTC (FO) has discussed with the STC and SOLT**
- 3. A list of people to be contacted**
- 4. A proposed agenda**
- 5. A proposed list of prework**

The purpose of these items is to help the review team and the Area reach early agreement about the field sites to be visited, the topics that will be discussed at each site, people who will be available for discussion at each site, and externals to be visited with.

The Area's proposed prework should include:

- Any information the ASTC (FO) wants the review team to become familiar with before they visit the Area.
- A summary of initiatives and special emphasis areas.
- A summary of safety information.
- A summary of the changes in the diversity of the workforce that have occurred in the past three years.
- A summary of what the Area has been doing with HEL/Wetland Compliance
- Background information for items identified in the self-evaluation report.
- A summary of QA activities and use of QA data from the BEST system.
- A sample of Field Office and RC&D operational plans (business plans, area plans, etc.)
- Spot check summaries from the past two years
- Any technical reviews by PStaff in the past two years

The Area's prework does not need to include specific information on sites that are to be visited during the review. Site-specific information is normally distributed on site.

A conference call with the ASTC (FO) and Review Team should occur at least one week prior to the review to discuss logistics, the basic process that will be used, and the schedule for the week.

E. CONDUCTING THE REVIEW

The on-site portion of the review is completed in one week or less. At the beginning of the review, there will be a Round-Table, to give the field offices an opportunity to talk about their issues and for the field employees to hear from the STC. The field visits should start on late Monday afternoon noon and be completed no later than Thursday afternoon, allowing the team sufficient time to write their finding and recommendations. During the on-site portion of the review, the review team will focus its attention on the Area's responses in the self-evaluation report and/or other issues identified by the Area rather than on specific functional program activities.

Team members are expected to prepare for each day's activities by reviewing the prework material and the objectives for each site visit.

The review team's observations are documented as "issue statements" narrative descriptions, or lists of recommended actions. Judgments, such as "the Area needs to" or "the Area should" will not be included in the report.

The Review Team's observations should be organized into four major sections:

- 1. Commendations**--notations of some of the positive things observed, including the accuracy of the self-evaluation done by the Area.
- 2. Comments on the Self Evaluation Report**
- 3. Observations from the week for the ASTC (FO)'s consideration. ASTC (FO) will include the actions agreed to in his/her Business Plan.**
- 4. Observations for the State Conservationist's/Principal Staff's/LT's consideration. Lead person will present the recommendations to the PS/LT for their consideration. If agreed to, the lead person will write an Action Plan.**

The review will be simple and interactive. The closeout documentation will be available within three weeks following the review.

F. GUIDANCE TO AREAS PREPARING FOR A GENERAL MANAGEMENT REVIEW

- Plan for good exposure to as many Field Offices or parts of the Area as possible.
- Make effort to include all program aspects of the Area, including RC&Ds, and engineering offices.
- Look at opportunities to have field-oriented experiences
- Make key external contacts an integral part of the review.
- Assure there is time for the review team to just listen to Area employees.
- Allow some time for unique, specific Area issues.
- Provide the opportunity for the review team to share State/National direction and strategies.
- Consider and look for chance to informally network at picnic, barbeque, or other event.
- Provide review team ample time to meet and prepare observations of the day.
- Plan for a Round-Table on Monday with all managers and a morning closeout on Friday with Area Office Staff.

Appendix B

WORKSHEET FOR 2007 LT and PS Individual Development Plan

Numerical scores:

- I received the highest scores from “others” in these **competencies**:

- 1.
- 2.
- 3.

- I received lowest scores from “others” in these **competencies**:

- 1.
- 2.
- 3.

Gap Analysis

- In ____ (How many?) questions, others rated me higher than I rated myself. (i.e. the gap was a positive number)

Negative/Neutral/Positive (Red, Yellow, Green)

- The **competencies** for which I had the lowest scores from others (i.e. the least amount of green on the bar graph)

- 1.
- 2.
- 3.
- 4.

- The **questions** for which I had the lowest scores from others (i.e. the least amount of green on the bar graph)

- 1.
- 2.
- 3.
- 4.

What was a surprise

- I was surprised by the feedback in these areas: (Why?)

- 1.
- 2.
- 3.

Based on my analysis of the 360 feedback, I want to work on:

- The areas (competencies/questions) I would like to focus on improving in 2007 are:

- 1.
- 2.
- 3.

- My **Action Plan** to improved in these areas is: (e.g. Further internal/external training, additional job tasks, and/or working with a coach, behavior changes)

Action	When?	Completed?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Appendix C

Agenda Item Pre-Work

"Iowa Natural Resources Conservation Service: Excellence in helping people conserve and improve our natural resources, communities, and environment."

Which meeting? (Circle one) A. LT B. PS C. LT/PS

Objective? (Circle one)

A. Information only (Fill in # 1-4)

B. Discussion/feedback (Fill in # 1-5)

C. Decision (Fill in # 1-7)

1. Topic: _____

2. Presenter(s): _____

3. Time needed _____

4. Equipment needed: _____

5. Background:

6. Alternatives/Options:

7. Recommendations and rationale:

If Decision topic:

___ **Approved as recommended**

___ **Approved as modified**

___ **Not Approved**

State Conservationist's Signature and Date: _____

Outline of Agendas

- I. Welcome/Opening Comments - Rick Van Klaveren, State Conservationist
 - A. NHQ contacts
 - B. Elected official contacts
 - C. Updates from NLT/Regional Meetings etc.
 - D. Critical meetings for which he'll need briefings

- II. New Decision Items

- III. Discussion/Feedback Items

- IV. Follow-up Items from Previous Meetings

- V. Informational Items

- VI. Standing Agenda Items
 - 1. Administrative Update – Deb White
 - 2. PRS/Goals Update – Paul Sweeney
 - 3. Staffing Update – Rick Van Klaveren/Others
 - 4. Training Update (if any) – Dick Tremain
 - 5. Office Move (if any) – Deb White

- VII. What's the Status? No Pre-Works Prepared

- VIII. "Hot Topics" (if time allows)
Critical information that the State Conservationist should be aware of that wasn't known at the time of pre-work.