



Senior Management Team (SMT) Meeting

November 1, 2022

State Forester's Report

Rob Farrell opened the meeting.

- ◆ Chief of Administration and Human Resource Manager position recruitment
 - Interviewed three candidates for the Human Resource Manager position.
 - Interviews for the Chief of Administration will be held on November 3, with four candidates scheduled.
- ◆ Department of Wildlife Resource (DWR) office space
 - Office space has been made available at the DWR office in Richmond for use one day a week.
 - Four desks are available and there will be a schedule created for sign up.
 - Those eligible to use this space will need to get a badge from DWR.
 - Will try to schedule the February SMT meeting at the DWR office to see the space.
- ◆ District Forester Retreat
 - Held the first district forester retreat October 25-26 at New Kent.
 - Meeting went well, great conversation.
 - Focus was on emphasis of on-the-ground management accomplishments.

Discussion

None

Proposals

None

Updates

Office of Communications (Greg Bilyeu)

- Received 164 responses from the Internal Communications survey.
 - Lot of focus was on the Branch, will be moving to a monthly newsletter.
- Information emails that need to go to All VDOF employees will go through the Communications Office.
- The 2023 Calendars are in and ready for distribution. (3000 for each region)

Information Technology (Parik Patel)

- ◆ Messaging Migration is coming November 7.
 - All of IT staff will be present in the office on Monday, November 7 to assist with the transition.
 - Moving to Office 365 the following week.
 - Visit the [Hub](#) for training videos.
 - Email will be down over the weekend. Put out-of-office message on to let individuals know you won't be receiving emails over the weekend.
- ◆ ESRI/IFRIS Project
 - Received a report on items that can be added to ESRI and degree of difficulty.
 - ESRI is working on a prototype.
 - Continue to pursue the opportunity to have Water Quality added.
- ◆ Still waiting on audio visual equipment for the Board room and Training room due to supply issues.
- ◆ Printers and copiers are also on hold due to supply issues.
- ◆ Working on internet for New Kent, Augusta, New Hope and Salem.
- ◆ Off-boarding and On-boarding
 - Let Parik know when staff is leaving. Copy Parik when you send HR the resignation.
 - Let Parik know as soon as possible of new employees so email and computer are ready when they arrive.
- ◆ Security Training is due by end of December, will be sending out training details soon.
- ◆ Waiting on Verizon for new phone system.

Fire and Emergency Response (John Miller)

- ◆ Community Wildfire Defense Grant
 - Thirteen communities from Virginia have applied.
 - Reviews should be done in December and money disbursed in January.
- ◆ Conducting readiness inspections.

Forest Resource Management (Dean Cumbia)

- ◆ Forest Management Academies Review
 - Looking at one academy for next year.
 - Need to focus on overall training.
 - Incorporate outreach training.
- ◆ Spotted lanternfly was found at the HQ building.
 - Review the video in COVLC on inspecting your vehicle to prevent the spread.

Finance (Lauren Sumner)

- ◆ Cardinal HCM
 - Working on correcting the leave accrual.
 - There is a process time before leave is applied or deducted.
 - Unable to determine what that is, trying to determine the time frame.
 - Discussed how to code time in regard to grants.

- Regional Foresters will discuss tracking accomplishments for grants in their meeting after the SMT.
- Planning an open call-in mid-November to ask any questions in regard to Cardinal.
- ◆ Grants Software
 - The grant programs will be gradually entered into the new grant software program.
 - Forest Sustainability Fund has gone live in the new grant's software.
 - Fire or Urban will be the next program to go live in February.
- ◆ eVA went live November 1.
- ◆ Corey Richie (procurement officer) is leaving VDOF on November 9.
- ◆ Business Cards
 - Dister, Inc. is the new state contract for business cards.
 - There is a set style and Chrissy Gough will be ordering all business cards for VDOF.
 - Anyone needing business cards
 - Regional Level will go through a designated PST.
 - All other departments go through their Senior Management Team (SMT) representative.
 - Ensure working title that is on website is used.
 - Rich Schmidt (facility manager) is working on getting rid of surplus items.

Eastern Region (Bryant Bays)

- ◆ Busy fall, working on UTV training of all eastern region staff.
- ◆ Six vacancies available.

Central Region (Robbie Talbert)

- ◆ Hired a new forest technician for Appomattox County.
- ◆ Interviewed for two forest technician positions.
- ◆ Currently have four area forester vacancies: Cumberland, Amherst, Halifax, and Spotsylvania counties.
 - Dean Cumbia suggested using retired VDOF staff to assist with vacancies until positions are filled.
- ◆ Making good progress with internet coverage in region facilities.
- ◆ First UTV behind-the-wheel training today.
- ◆ Coming up is the CPR refresher and train the trainer.

Assistant State Forester (Terry Lasher)

- ◆ Conservation Specialist position open until filled.
- ◆ Conservation Coordinator position being interviewed.
- ◆ All of Chesapeake Bay information has been uploaded for this year.
- ◆ Have a Request for Proposal (RFP) out for the third time for a facilitator to assist with a statewide implementation plan.

Minutes recorded by Mary Weaver, executive assistant