

MACD Employee's Organization

Disruption in service/Operations shutdown

Local conservation districts are autonomous and have the authority to develop temporary or permanent policy procedures for their area of responsibility.

The Montana Association of Conservation Districts Employee Organization suggests the following items to be considered when Conservation Districts consider a possible suspension or disruption in operations. This may mean the district does not have access to its normal office space.

1. Given the timeline for the closure or disruption in operation, consider how business meetings will take place. There are several free conference call options or web-based meeting sites:
 - Uber Conference: <https://www.uberconference.com/>
 - Free Conference Call: <https://www.freeconferencecall.com/>
 - Zoom video chat: <https://zoom.us/>
 - Go to Meeting: <https://www.gotomeeting.com/>

2. Those districts that are housed with a federal partner may not have the option of meeting at that site. Determine ahead of time how you will get signatures on important documents and monthly checks.

3. If the district plans to continue to operate but does not have access to its normal office space, Employees will need to consider the materials they will need to continue to do their job:
 - ❖ Finance
 - Checkbooks
 - Deposit books
 - Financial records
 - Credit cards
 - Active cost share reports
 - Password book may be applicable
 - Materials for board meetings
 - ❖ Office supplies
 - Copier paper (must purchase in case of federal shutdown)
 - Pens
 - Envelopes
 - Stamps
 - Rolodex and other important phone numbers
 - And other supplies need to complete job
 - ❖ 310 folders/permit applications
 - ❖ Current grant files

- ❖ Technical references
- ❖ Educational materials
- ❖ District equipment
 - Laptop
 - Portable copiers
 - Portable printers
 - Scanners
- ❖ District Vehicle

4. Determine how you will get district mail. The post office can hold all district mail to be picked up there.
5. Remember to clearly state how customers, partners and shareholders can reach the district. Change all voicemail, email and websites to reflect the changes.
6. Place notices for public awareness where appropriate.