

All Staff Meeting Notes – July 21, 2025

Director's Update

- **Commission Meeting Highlights:**
 - Significant accomplishments included approval of:
 - Swauk project
 - WSRRI for a 90-day public comment period
 - VSP and FPLA guidelines
 - **Budget Requests:**
 - Three modest budget packages submitted:
 - Forest Health
 - CTA
 - Technology funding
 - These were selected strategically based on likelihood of approval and potential to bring funding back to the agency.
 - Packages are due by **September 15**.
- **Follow-Up Requests:**
 - Jenny requested bullet points outlining how funding decisions were made.
 - James will coordinate a summary that programs can share with districts to help inform legislators.
- **Fiscal Year Close-Out:**
 - Finance staff are working diligently to complete end-of-year vouchering.

ISG / Liberum Updates

- **District Communications:**
 - Request for more regular updates to districts, even if limited.
 - **Thomas' Update:**
 - Currently drafting a scope of work (SOW) to resume work with Liberum and finalize the decision package.
 - Work has been paused since March.
 - Previous weekly/monthly email updates were seen as overwhelming—future updates may be shared via **GovDelivery** or alternative channels.
 - Demos will resume when work restarts.
 - **James:**
 - Suggests holding a dedicated SCC staff meeting on ISG/Liberum.
 - Notes how busy this period has been for both SCC and CDs.
 - No Commission meeting in August—encourages staff to enjoy summer and reflect on work/life balance.
 - **Shana:**
 - Suggested including ISG/Liberum updates in the **District Digest**.

Reminders from Finance

- **Contracts, Purchasing, and Travel:**
 - Contract and travel freezes remain in place.
 - All contracts must be approved via **email from James** and **include Nicole**.
 - James and Nicole must be looped in early for any contracts in process.
- **Purchasing:**
 - Reach out to Nicole first with a brief scope of work:
 - What is the item?
 - What's the cost?
 - What's the term?
 - Nicole will coordinate with James and track agency awareness.
- **Travel:**
 - **Supervisors approve all travel** and share plans with James for **awareness**, not approval.
 - **Out-of-state travel** requires written approval through the **OFM process**.
 - **Sarah** will share a template to use for submitting requests.
 - Send requests to **James** and **copy Nicole**.
- **Collaborating with Other State Agencies:**
 - Always notify Nicole **before** reaching out to James so she can help coordinate appropriately.

Kudos

- From **James**:
 - Kudos to **Paul** and **Mike P.** for their presentations.
 - Kudos to **Lori** for organizing three Commission meetings in three months!
- From **Shana**:
 - Shoutout to **Allisa** for her hard work on bringing the draft WSRRI guidelines to the Commission.

IT Update

- From **Brandon**:
 - VPN issues noted.
 - Staff can try **turning off Netskope** as a temporary fix.
 - Please also **submit an IT ticket** for assistance.

From: [Groth, Sarah \(SCC\)](#)
To: [Aten, Hilary \(SCC\)](#); [Baden, Mike \(SCC\)](#); [DeChambeau, Paige \(SCC\)](#); [Delavan, Kate \(SCC\)](#); [Fike, Jean \(SCC\)](#); [Gonzalez, Lori \(SCC\)](#); [Groth, Sarah \(SCC\)](#); [Joy, Shana \(SCC\)](#); [Madrone, Dani \(SCC\)](#); [Poteet, Mike \(SCC\)](#); [Schienbein, Thomas \(SCC\)](#); [Thompson, James \(SCC\)](#)
Cc: [Wood, Ashley \(SCC\)](#); [McClendon, Alicia \(SCC\)](#)
Subject: Travel Approval Process
Date: Friday, April 18, 2025 11:51:34 AM
Attachments: [image001.png](#)

Good afternoon supervisors,

To follow up on what was talked about in the 4/11/2025 LT meeting follow up meeting. It was discussed that starting Monday 4/14/2025 staff will work with their supervisor to get approval for in state travel. Their supervisor will then share with James and a copy to Sarah G that the travel has been approved.

Out of state and out of country will still need to be approved by James.

Please review and share with your staff.

Thanks!

Sarah Groth, Chief Financial Officer

Washington State Conservation Commission

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