

Private Lands Management Team
Revised Agenda for November 11, 2014
~~Schmeckle Reserve, Steven Point~~
9am Lync Meeting

Participants: Ron Gropp, Nina Carranco, Drew Feldkirchner, Carol Nielsen, Dennis Hutchison, Dave Matheys, Tom Piikkila, Jon Leith, Kris Wimme, Nancy Bozek, Bill Klase, Jerry Crow, Fred Hengst, Aaron Young

1. Reviewed work previously completed by PLMT related to SD Implementation steps for PF-3 relating to standards for quality customer service, and walk-throughs for all landowners with minimum. FPT approved the work with minor changes. There were questions about where referrals to consultants, WWOA or other resources would happen. In reality those occur at many place including the initial phone call, during discussion and in the follow-up to a walk-through.
PLMT approved the handbook language drafted and attached



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draft.docx

TO DO: Carol will proceed posting the Private Forestry Handbook revision for public review

2. Cutting Notice Web page update- Dennis

Team members are Kristin Lambert (DNR FTU and team leader) Scott Huelsman(DNR Forestry Web Design expert), Fred Hengst(coop forester), Dennis Hutchison(DNR forester), Jon Leith(DNR forester), Bethany Polchowski(industry rep.) Buzz Vahradian(WWOA rep), logger rep tbd. being worked on between Jim Warrens and Henry Schienbeck

Time Line:

First Draft of webpage/s January 31, 2015
Obtain feedback from PLMT on draft webpage February 10, 2015
User Testing with partners completed March 31, 2015
Obtain feedback from partners April 30, 2015
Obtain feedback from PLMT on updated draft webpage May 12, 2015
Final webpage/s published to live DNR website June 30, 2015

PLMT will also be engaged as needed for additional input(i.e get questions answered) or for resolution when issues cannot be resolved at the TE team level

Kickoff meeting was held 10-16-14

Scott Huelsman provided an overview of how DNR webpages are structured so the team knows the sideboards within which the pages must be designed

Group discussed the need for “keywords” that could be used to get to cutting notice information from the main DNR page

Group decided to take the approach of building the pages based on a step-by-step or process approach. The goal with this is that it provides all of the information for the lowest common denominator (i.e. this is how you get from point a to point z for a cutting notice, and it also makes the information readily available to people who may not remember this is a process or who may not think they need a refresher. (i.e. “oh I clicked this page and it says step 5 of 12, I wonder what steps 1-4 say?”)

Initial draft pages have been developed and concepts for how to build pages are being adjusted as we see the drafts. (this is the bulk of what will occur at our 11/10 meeting).

3. WisFIRS Private Lands Mandatory Letter –Nina

PLMT reviewed the comments the field provided on these letters to their DNR Forester PLMT representative and the Forest Tax Program's review of these comments as well. The PLMT discussion resulted in a few additional changes to the letters.

Next steps, include publication of a ForesTREEporter article on making sure landowner address and forester work areas are up to date in preparation for mailing the letters, on when the letters will be mailed, and on the process we used updated these letters to be mailed in 2015.

4. MFL Task Efficiency # 1: Sue Crowley shared and reviewed the draft language for this MFL Task Efficiency.

PLMT Approved the work with a request for one modification – to add a reminder to enter the status for the cutting notice in WisFIRS (or other tracking spreadsheet).



MFL TE Con#1
Field_review_PLMT_O

TO DO:

Sue will make the change requested and then send to FOT for approval.

Once FOT has approved it **Carol** will add it to the Forest Tax Handbook Chapter 20. Goal is to have the change in the handbooks revisions going out for public review in early December.

5. MFL Task Efficiency #5 – Consolidating Cutting Notice SOP: Carol and Jerry shared the handbook work completed on this MFL Task Efficiency and asked for input on how to handle several pieces.

Q: Location of consolidated work – should it be left in Chapter 20 or placed in a separate chapter?

A: PLMT decided to leave it in Chapter 20 of the Forest Tax Law Handbook

Q: There are appendices and chapters such as NHI (Appendix 10), Archeological & Historic Sites (Appendix 11), Enforcement (Chapter 60) and Certification (Chapter 21) that contain information about the cutting notice and report but apply to a lot more parts of the program and to other programs. We proposed leaving the information where it is in the appendices and chapters and then making sure that they are referenced in the appropriate places under the cutting notice section in Chapter 20.

A: PLMT approved the proposal to reference the chapters and appendices.

Q: Is there information in the various scripts developed for the cutting notice videos that needs to be added to the consolidated info. Nina indicated that the scripts for NHI and A&H videos were taking directly from the appendices so there was no new or additional info. Jerry provided the same feedback section he was responsible for.

A: PLMT recommended that we check with the other authors to verify if there was additional substantive information from the video scripts to be added.



MFL TE Concept
Summary.docx



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Chapter_20_CN-CR.dc

TO DO:

Carol will add the language approved to Forest Tax Handbook Chapter 20 revisions which is scheduled to go out for public review in early December.

Carol will check with each author for the cutting notice video segments to verify if there is additional substantive information that needs to be added to the handbook. If there is Carol and Jerry will draft the changes and bring them to PLMT in February.

6. Forest Tax Handbook Updates-Nina
Introduce the sections being updated and the public review process

PLMT reviewed several updates to the Forest Tax Law Handbook at this meeting, but did not have time to review all proposed changes. The next step will be for the Forest Tax Law Handbook to be put forth for the 21 day public comment period. When this occurs, there will be an announcement in

the a ForesTREEporter article. All partners, internal and external, may provide comments during the 21 day public comment period.

7. DNR Guidance Working with Coop. Foresters-Ron



SDOMI Guidance
(draft).docx

8. Shared the PLMT FY15-FY16 work plan approved by FOT. Will need to identify which pieces are completed and/or in progress and then make plans to assign work on new work.



PLMT_FY15-FY16_w
orkplan_FOT approve

9. Task Efficiency PF 3 step 1: Develop and share list of partners providing services to private landowners (Traditional and Non- Traditional)- Team

A list of partners providing services to private landowners covers a wide range of ideas including

- traditional service providers by service (or groups of service offered) by county, region ro statewide (statewide list could be useful when dealing with a disaster and finding additional providers from other parts of the state)
- Partners that provide education,
- Partners that non-traditional services like estate planning, goat prairie restoration, etc.
- Many other possibilities

It was not very clear what was desired for this implementation step. PLMT expressed a concern that that once you create a list it takes time to maintain the list and there is no one designated to maintain this work.

TO DO:

Carol will talk with Nicole and Jim and try to get a better idea on what is desired here and will talk with other services staff to see what if anything along this line is being done else where. Maybe we could coordinate. Will update team in February.

PLMT members: send the types of lists that you would see as useful/helpful including the geographic scale of the list (county, regional, statewide) to Carol.

10. Proposal to update the Cooperating Forester Renewal Process - Ron



CF_Renewal_Proposa
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11. Next Scheduled Meetings

FY 15

February 10, 2015

May 12, 2015

FY16

August 11, 2015

November 10, 2015