

Appendix B – Staff List

Staff Member Name	Responsibilities	Percentage of Time Devoted to Each Responsibility
Austin Short, Deputy Secretary (other 50% of time spent on non-Aglands duties)	Oversee Aglands Program	40 percent
	Manage Young Farmer Loan Program	10 percent
Scott Blaier, Planner IV (other 40% of time spent on non-Aglands duties)	Assists with processing of district and easement applications. Review easement documents and attend easement settlements.	25 percent
	Meets with landowners to answer questions, provide information about program, etc.	20 percent
	Assists with compiling data and tracking information for federal match programs.	15 percent
Milton Melendez, Planner IV (other 20% of time spent on non-Aglands duties)	Monitors easements and districts to ensure compliance with laws and regulations.	35 percent
	Assists with processing of district and easement applications. Review easement documents and attend easement settlements.	15 percent
	Meets with landowners to answer questions, provide information about program, etc.	15 percent
	Assists with compiling data and tracking information for federal match programs.	15 percent
Jim Kroon, Planner III (other 50% of time spent on non-Aglands duties)	Develops maps for Aglands districts, easements, and Young Farmer Loan properties.	20 percent
	Reviews maps, aerial photos, and county ownership information of districts and easements for changes on the property or ownership changes.	20 percent
	Updates Delaware FirstMap with Aglands information.	10 percent

<p>Kathi Spangler, Management Analyst II</p>	<p>Tracks and maintains information/data for districts and easements (property subdivisions, transfers, etc.).</p> <p>Processes district applications and provides information to legal counsel.</p> <p>Processes and records information for annual easement purchases (maintains list of properties, receives appraisals, recorded easements, etc.).</p> <p>Assists with gathering information/data for federal grant applications and providing information to USDA for federally funded easements.</p> <p>Prepares monthly status/situation reports.</p>	<p>50 percent</p> <p>15 percent</p> <p>15 percent</p> <p>10 percent</p> <p>10 percent</p>
<p>Howard Mesick, Accounting Specialist</p>	<p>Handles daily financial transactions (in cooperation with DDA Finance Office).</p> <p>Compiles monthly, annual financial statements.</p> <p>Compiles information for annual financial audit.</p> <p>Reviews/verifies payments for preservation easements and Young Farmer loans.</p>	<p>50 percent</p> <p>25 percent</p> <p>15 percent</p> <p>10 percent</p>
<p>Rebecca Vaughn, Administrative Specialist II (other 35% of time spent on non-Aglands duties)</p>	<p>Compiles Foundation documents – meeting minutes, agendas, other public documents – and ensures they are properly published.</p> <p>Maintains district files – both hard copy and electronic version – and enters documents into electronic imaging system.</p> <p>Answers landowner questions about the programs and/or directs them to appropriate Aglands staff.</p> <p>Provides administrative support to</p>	<p>20 percent</p> <p>20 percent</p> <p>15 percent</p> <p>10 percent</p>

	others Aglands staff.	
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