MARION SWCD WORK PLAN

Name	e: Janice Calkins			20)20-	2021	
Positi	on: Office Coordinator			Full-Time Equivalent (FTE) Circle		Yes	No
Circle	e one: Technical Administrative Education	Employee ID:	N/A	Total Full Time Yearly Hours		2080	
	Work Period:	7/1/20	6/30/21	Total Anticipated Number of Hours		2080	
		Strategic Plan Goal Number	Assumed # of Hours	Additional # Hours Needed	% of Time	Quantity	Item Comple- ted
	Personal Time						
1	Statutory holidays (10 days) + 1 float day (11 total)		88		4		
2	Annual Leave (accrue 12 hrs per month)		144		7		
3	Sick Leave (accrue 8 Hrs./mo)		96		4		
	Sub-Total Personal Time		328		15		
	Ongoing Activities					-	
Priorit	Activity/Task						
	Info/Matis: walk-in?, callers, staff, partners & others, meey/ greet, direct, assist,stock, log, display, PDF/jpg for web.	6	650		32		
	Records Management: Hard & electronic copies - Maintain, Archive, Purge, Update (includes Conference	7	96		4		
1.5	<u>House-Keeping:</u> Office, Kitchen, Supply Rooms secure, tidy.	7	49		2		
4	Outside Errands: Mail/Bank runs, pick up mat'ls/supplie	7	35		1		
5	Supplies: Office, Postal - Maintain, Stock, Replenish	7	35		1		
6	Meetings: Staff, Trainings, Other	6, 7	96		4		
7	Annual Promo Items: Research, Order, Receive, Inventory (periodically)	7	52		2		
8	Event Planning: Annual Mtg (Venue, Dinner, Invites, Eve.Program) Perhaps limit attendance to: 50 for social distancing.	7	52		2		
	Donations: Contact (pnone, mail, e-mail) multi-times, Request, Pick-up items, AckForms, Thank you cards, Advertise	7	22		1		
1()	Posters (sell): Assist, prepare for shipping, mail, log, keep stock avail	6, 7	22		1		
	Promote/Advertise Dist.Events: Facebook, Libraries, Subscribers, etc.	6, 7	52		2		
12	<u>Update</u> brochures/info materials incorporating new District colors/logo, and create jpgs for web. Seek translations (DEI).		325		16		
	Sub·Total Administrative/Operations		1486		68		

	Project or P	rogra	m Activitie	es						
Priorit	Activity/Task									
1	Brochure Acquisit	ions	- Index & L	og Updates	All Goals	96		4		
2	Misc. Other Duties projects, mailings, ph				7	96		4		
3	Newsletter (Qtrly)	- Arti	cles		All Goals	22		1		
			Sub·Total	Project Activity		214		9		
	Outreach (Event	s & Marketi	ing)	Goal #	# Hrs.	Addl Hrs?	% Time	Quantity	Completed'
1										
			Sub	·Total Outreach		0		0		
	Edu	са	tion		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed'
	Sui	b·Tota	al Education	1		0		0		
	Program	A c	ti vi ti	e s	Goal #	# Hrs.	Addl Hrs?	% Time	Quantity	Completed'
1	MES: Connect with	area	Landscapers	s/Gardeners,	1, 4, 6, 7	52		2	50	
	Advertise with flyers,	mailir	ngs, posts on	web, FB, CCTV C						
	Sub∙To	tal Pr	ogram Activ	rities		52		2		
TOTA	LS FROM PERSONA	L TIN	E, ONGOIN	G AND PROJECT	ACTIVITIES	2080		94		
	Employee Go	als fo	or Fiscal Ye	ear						
1	Continue update of R Source Catalog	esour	ces Catalog	& Resources		30	Incorporate d in above Totals			
2	Purge Computer & Fi	le Cat	oinets of old/o	obsolete matls		30	Incorporated in above Totals			
3	Work w/Staff to Upda Other Grant programs		eate Project	Signage for LAP &		10	Incorporated in above Totals			
4	Research & Acquire Nold/outdated (Staff ap			eplace		20	Incorporated in above Totals			
5	Continue to assist sta projects; and increase					30	Incorporated in above Totals			

Name:	Tom Wilson					2020-2021	
Position:	Admininstrative Assistant				Full-Time Equivalent (FTE)		0.25
Higlight	One in Yellow: Technical Administrative Education	Employee ID:		Quantity	Annual Work Allotment	25%	520
	Work Period: July 1, 2020 - June 30, 2021				Anticipated annual average number of hours	25%	520
Priority	Activity/Task	Strategic Plan Goal Number	Planned		Actual	%	Completed
		-	Hrs/yr		Hrs/yr		
	Personal Time						
	Statutory holidays (10 total)		20				
	Floater Day (1 Day for employees who works 20 hrs or more)		2				
	Annual Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		24				
	Sick Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		24				
	Other		0				
	Sub-Total Personal Time		70			13%	
	Ongoing Activities						
1	Monthly Board and Committee Meetings Online Postings	6,7	24			5%	
2	Website and Social Media Daily Updates	6,7	240			46%	
3	Newsletter Creation and Suscriber Database Maintenance	7	24			5%	
4	Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-7	12			2%	
5	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	7	12			2%	
6	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-7	36			7%	

7	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	7	36		7%	
	Sub·Total Ongoing Activity		454		87%	
	Project or Program Activities					
1		1-6				
2						
3						
	Sub·Total Project Activity		0		0%	
	TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT AG	CTIVITIES	524		101%	
	Program or Activity Targets	Ongoing Activity #	Project or Program Activity #	Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1	Program or Activity Targets		Program	Total	Actual Total	
1 2	Program or Activity Targets		Program	Total	Actual Total	
1 2	Program or Activity Targets Employee Goals for Fiscal Year		Program	Total	Actual Total	
1 2			Program	Total	Actual Total	

MARION SWCD WORK PLAN

					2020-	2021		
Name:	Susan Ortiz							
				Full-Time	($\overline{\ }$	
Positio	Programs Assistant / Grants - Contracts Coordinator			Equivalent (FTE) Circle		Yes	\mathcal{V}_{-}	No
Circle (one: Technical (Administrative Education	Employee ID:	N/A	Total Full Time		2080		2080
Olloic	one. Teermoal Vianimistrative Education	Employee ID:	IV/A	Yearly Hours Total		2000		2000
				Anticipated				
	Work Period:	7/1/20	6/30/21	Number of Hours				2288
		Strategic Plan		Additional #				tem
		Goal Number	of Hours	of Hours Needed	% of Time	Quantity		npleted
	Personal Time			Needed				
1	Statutory holidays (10 days)		80					
	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8					
	Annual Leave (accrue 12 hrs per month)		144					
	Sick Leave (accrue 8 hrs per month)		96					
	Other							
	Sub-Total Personal Time		328		15.8%			
	Ongoing Activities							
Priority	Activity/Task							
1								
	Disbursement of funds of the District to pay bills and encumbrances							
	incurred (accounts payable) through the operation of the District in accordance with District Policy. Ensure W-9's are on file for vendors (and							
	grantees) and TIN matching is completed prior to payment, as required.							
	Process reports required to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, and individuals (1099's).	7	83		4.0%			
_	Payroll disbursements for District employees. Process reports and							
	payments required, to appropriate agencies – Oregon Department of							
	Revenue, Internal Revenue Service, State Employment, etc. and employees. Include training to remain current on requirements.	7	83		4.0%			
2	Develop, monitor and maintain contracts with business that supplies							
	materials, goods or services for the operation of the District in accordance							
	with Oregon Law. Assist staff with the public contracting process. Write and review District Contracts, including intergovernmental agreements,							
	contracts for supplies and services. Prepare and post Requests for							
	Proposals in cooperation with District Manager. Research State of Oregon price agreements for purchasing of services and supplies. Attend training							
	related to public contracting to remain current in the knowledge	7	73		3.5%			
4	Coordinates and provides assistance to Technical Specialists with the							
		1-5	73		3.5%			
5								
	Acts as the main contact person during the absence of a Technical Specialist, following up with them upon their return. Acknowledges receipt							
		1-5	20		1.0%			
	Assist District Manager with financial operations. Including but not limited							
	to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, invoices, contract(s)							
	and correspondence. Works with District Manager and accountant in	7	43		2.00/			
_	preparing annual financial audit.	7	42		2.0%			
	Monitors a variety of activities on behalf of the District's Technical Specialists for the purpose of achieving goals and meeting target dates.							
	May assist with coordination of logistics for in-office meetings and any							
	outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-5	32		1.5%			
8								
	Researches a wide variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative							
		1-7	32		1.5%			

		1	_			
9	Represent the District at various meetings and functions. Representation					
	may be required outside the normal workday and may require overnight					
	travel.	1-7	20		1.0%	
10	Coordinates a variety of projects, functions, and/or program components for					
	the purpose of completing activities and/or delivering services. Responds to					
	a variety of inquiries from internal and external parties for the purpose of					
	providing information or direction and/or facilitating communication among					
	parties.	1-7	42		2.0%	
11	Maintains a wide variety of manual and electronic decument files and					
	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical					
	reference in accordance with established administrative guidelines and					
	legal requirements. Assist with implementation of policies, regular reviews	7	62		3.0%	
	are completed, and remain current to laws.	/	02		3.0%	
12						
	Performs other related duties as assigned for the purpose of ensuring the					
	efficient and effective functioning of the District's Technical Specialists, and					
	occasionally for operational staff such as the District Manager	1-7	20		1.0%	
13						
	District Committee(s) provides assistance and/or leads one or more					
	committee for the purposes of furthering the needs of the District.	1-7	32		1.5%	
		1-/				
I	Sub-Total Ongoing Activity		614	0	29.5%	
	Project or Program Activities					
		1	1	ı		
Priority	Activity/Task					
1				T		
I	County Counting to the LAB CDC and the Unit of					
I	Grants Coordinator for LAP, SPG and other district grant programs.					
	Performs grant program management including screening proposals for		1			
	basic completeness and handles related follow-up, works with outside					
	review team to review and rank applications, schedules meetings for					
	application and program review, award notifications, grant agreements,					
	maintaining schedule of grantee reporting deadlines, and ensuring grantee					
	compliance for the grant programs. Develops, proofreads and edits various					
	program related grant documents. Maintains filing system for the					
	programs. Ensures required audits of finished grant projects are completed.	1-5, 7	931	62	44.8%	
2	Maintains tracking/filing system for technical information and internal and					
	external grant programs.	1-5, 7	83	52	4.0%	
2		_ 0, .				
3	Foundant Grant Lifecyle Manager Platform - creating applications and					
	processes within the platform for CLEAR, LAP, Cover Crop and SPG.					
	Platform will provide an on-line grant application platform along with a grant					
	tracking database to accept, evaluate, track, respond to applications for our					
	internal grants	1-5, 7	208	208	10.0%	
4	Submits reporting and/or reports for external grants. If information is					
	needed for a report from District personnel, advises appropriate personnel					
	of the information required for reports to be filed on time.	1-5, 7	20		1.0%	
_	or the information required for reports to be filed on time.	1-3, 7	20		1.070	
5	Grants Coordinator (Team Leader) for the Lower Willamette East Small					
	Grant Team. Coordinates team grant submissions, team meeting, writes					
I	grant agreements, responsible for grant tracking and biennial reporting, primary liason between OWEB and grantees, team outreach, training and					
I		1-5, 7	52		2.5%	
	assistance with reporting for team members.	±-J, /	52	-	2.5%	
6						
I	Program Lead/Fiscal Agent - OWEB SG program for MSWCD. Performs					
I	application scoring, participates in team meetings, prepares reports on					
I	behalf of District, acts as fiscal agent for Marion SWCD on OWEB SG's.	1-5, 7	52		2.5%	
7						
I					0.0%	
-	But Tire But to a first		40.0			
	Sub-Total Project Activity		1346	322	64.7%	
I						
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1960	322	94.2%	
			1300	322	J4.Z/0	
	Employee Goals for Fiscal Year					
	Applied Teach Chaff to more full william CATO for					
L	Assist Tech Staff to more fully utilize CATS for new clients, project		1			
	development, update archive client information to include past grants					
			1			
2			1			
			 	+	+	
3			1			
J						
4		<u> </u>	<u> </u>			
5			1		İ	
			-	-		
6		<u> </u>	l			
_						

Name:	Brandon Bishop						
Positio	n: Agricultural Conservation Planner			Full-Time Equivalent (FTE) Circle		Yes	No
Circle o	one: Technical Administrative Education	Employee ID:	N/A	Total Full Time YearlyHours		2080	
	Work Period:	7/1/20	6/30/21	Total Anticipated Number of Hours			
		Strategic Plan Goal Number	Anticipated # of Hours	Addiitional # of Hours Needed	% of Time	Quantity	Item Complete
	Personal Time						
1	Statutory holidays (10 days)	7	80		41%	N/A	
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)	7	8		4%	N/A	
3	Annual Leave	7	80		37%	N/A	
4	Sick Leave	7	40		19%	N/A	
	Other						
	Sub-Total Personal Time		208		100%	N/A	
	Ongoing Activities						
Priority	Activity/Task						
1	New client techincal assistance / recruitment	1 thru 6	250		17.8%		
2	Existing client technical assistance and cons. Planning	1 thru 6	400		28.5%	•	
3	Trainings	1 thru 7	120		8.5%		
4	General conservation planning	1 thru 6	180		12.8%		
5	District operations/Admin operations	6,7	170		12.1%		
6	Soil Health promotion and education	1,4,6	60		4.3%		
7	Social Media content and outreach	1,2,4,6,7	20		1.4%		
8	Targeted Meetings and Events	1 thru 6	60		4.3%		
9	GIS mapping; new clients and on going technical	1 thru 6	60		4.3%		
10	CATS general data input	7	60		4.3%		
11	Web Soil Survey mapping	1 thru 7	20		1.4%		
12	Other duties as assigned	1 thru 7	4		0.3%	N/A	
13							
14							
16							
17							
18							
19							
20					100.051		
	Sub-Total Ongoing Activity		1404		100.0%		

	Project or Program Activities					
Priority	Activity/Task					
1	LAP general work and grant writing	1 thru 7	348	74%	23	
2	Previous LAP and OWEB audits	6, 7	48	10%	2	
3	OWEB general work and grant writing	1 thru 7	52	11%	2	
4	Conservation Cover Crop Program administration	4, 7	20	4%	N/A	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
	Sub-Total Project Activity		468	100%		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES					
	Employee Goals for Fiscal Year					
1	Continue to recurit and retain LAP participants					
2	Improve technical assistance abilities					
3	Increase soil health and cover crop knowledge					
4	Increase participation in Conservation Cover Crop Program					
5	Focus on crop production issuses: irrigation, water managem	ent and soil	health			
6	Focus on issues with livestock and pasture management					
7	Develop relationships in targeted areas of district					
8	Connect with more agricultural organizations to develop cons	servation pa	rtners			_
9	Develop relationships with vendors and suppliers of conserva	ition materia	als			

2019 - Updated Strategic Plan

- 1 Water Quality
- 2 Water Quantity
- 3 Wetlands / Riparian
- 4 Soil
- 5 Native and Invasive Plant Management
- 6 Education
- 7 District Operations

	MARION SWCD I	EMPLOYEE WO	RK PLAN				
lonny	Ammon						
Positio	Ammon n: Natural Resources Educator				Full-Time Equivalent (FTE)	Yes	No
Circle (one: Education		Employee ID:	N/A	Total Full Time YearlyHours	2080	11 months
		Work Period:	7/1/20	·	Total Anticipated Number of		100%
			Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	Personal Time						
1	Statutory holidays (10 days)			80	3.8		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			8	0.4		
3	Annual Leave			40	1.9		
4	Sick Leave			101	4.9		
	Other			0	0.0		
	Sul	o-Total Personal Time		229	11.0		
	Ongoing Activities						
1	Administration: Maintain files, annual meeting; answer phone, office walkins, timesheets, grant	tracking, update	all	160	7.7		
	mailing and other lists etc.		all	100	7.7		
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.		all	40	1.9		
3	DEI Committee, Education Committee Onboarding and job training.		all all	48 100	1.9		
5	Attend Staff meetings		all	40	1.9		
		otal Ongoing Activity	ali	388	18.7		
	Project or Program Activities	otal Oligolity Activity		300	16.7		
1	Education Project of Program Activities		ı	Ĭ		ı	
	Develop topics and workshop presentations; coordinates and hosts workshops in collaboration external partners. Delivers presentations and recruits/coordinates outside presenters or voluntees.		1-7	170	8.2		
	Lead or coordinates annual education events: Salmon Watch, Erosion Control Summit, Down by Outdoor school, Home School Day, Earth Day, First Fridays etc.	the Riverside,	1-7	140	6.7		
	Provide adult education instruction or materials in coordination with District Technical staff and conservation or ag related topics.	outside partners on	1-7	160	7.7		
	Promote conservation topics and/or practices, including preparing and distributing District news informative brochures, developing displays, exhibits and potential curriculum on conservation, ragriculture.	natural resources and	1-7	160	7.7		
	Identify, develop and/or coordinate with others educational opportunities for underserved pop District relating to conservation.	ulations in the	1-7	100	4.8		
	Coordinate and promote the District's scholarship program and CLEAR Grant programs. 7 40				1.9		
	Stay current on Statewide Outdoor School Program and assist schools within the District by dire additional resources and partners.	cting them to	6,7	32	1.5		
	Identify innovative programming to improve understanding of agriculture and natural resources literacy throughout the District. 48						
	Develops, implements and evaluates area-wide school age and landowner education and outreach efforts. 7 40						
	Assist with North Santiam Watershed Council to put on a series of Plan for your Land workshops	for landowners Subtotal: Education	1-7	20	1.0		
		Subtotal: Education		910	43.8		

2	Outreach				
	Organize, implement, and participate in public events such as Earth Day, Farmers Markets and other events				
	thoroughout the District.	1-7	120	5.8	
	Identify additional methods to reach and engage the public or communities in conservation related activites or				
	distributing information.	1-7	60	2.9	
	Develop, coordinate or assist with new and existing District outreach efforts.	1-7	80	3.8	
	Develop a community and outreach partnership list.	6	8	0.4	
	Represents the District at various educational or outreach meetings with stakeholders, partners, agencies.	6-7	24	1.2	
	Recruit and develop a volunteer base to assist with events, educational opportunities, developing materials etc.	6,7	80	3.8	
	Organizes content calendar for District's website and social media.	6,7	32	1.5	
	Subtotal: Outreach		404	19.4	
	ub Total Project and Program Activi		1314	63.2	
	Sub-Total Ongoing Activity		340	16.3	
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1654	79.5	
	TOTALS FROM PERSONAL TIME		252	12.1	
	TOTAL TIME		2080	100.0	
	Employee Goals for Fiscal Year				
1	Provide 3 Agricultural workshops (25-100 people) per year; 1 each of soil, water, animal topics. Build these into consistant yearly calendar for marketing and follow-up with First Fridays (December through March). I would like to discuss adding one more First Friday in the month of April	1,2,4, 5, 7	160		
2	Provide 3 Urban workshops (25-100 people) per year; family habitat workshop (nest box building), family native plant hike, adult learner program. Build these into consistant yearly calendar for marketing.	1,2,4,5,7	160		
3	Take over Scholarship funding and organization of committee.	7	40		
4	Develop two new outreach events to fill two needs: summer outreach and demographics we are not reaching (youth and families) Direct programming at preschool age participants. Host Lunch and Learns in partnership with community partners (NRCS, OSU, CLEARWATER, etc.)	7	40		
	Conduct 2 teacher trainings (professional development) per year. Conduct 2 volunteer trainings per year; salmon	1,2,6,7	50		

	MARION SWCD EMPLOYEE WORK I	PLAN					
Name:	Jane Keppinger				2020	-2021	
				Full-Time			
Positio	n: District Manager			Equivalent		(_{Yes})	No
1 OSITIC	District Mariager			(FTE) Total Full		(les	INU
Circle	one: Technical Administrative Education Em	nployee ID:	N/A	Time		2080	
				Total			
	Work Period:	7/1/20	6/30/21	Anticipated		2080	
	WOIK FEIIOU.	Strategic	0/30/21	Number of Addiitional		2080	
		Plan Goal	Anticipated	# of Hours	% of	Quantity	Item
		Number	# of Hours	Weeded	Time	Quartity	Complete
	Personal Time			1100000			
1	Statutory holidays (10 days)		80				
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8				
3	Annual Leave		80				
4	Sick Leave		24				
	Other						
	Sub-Total Personal Time		192		9.2%		
	Ongoing Activities						
Priority	Activity/Task		1			1	
2	District Operations (State Statute Requirements) Coordinate the Development of 2021-22 Employee Annual Work						
2	Plans and submit to ODA	7	8				
	Provide financial information/article for Annual Report & submit	,					
	Annual Audit to ODA	7	12				
4	Facilitate the District's Annual Meeting & Publish Public Meeting						
	Notices	7	16				
5	Faciliate the development of the District's Annual Report and submit	_	_				
0	to ODA Distrubute and Publish District's 2020 Director Election	7	8				
ь	Information/Prepare to Publish Notice	7	12				
7	Sub-Total District OperationsTime	· ·	56		2.7%		
Priority	Technical Management		30		2.1 /0		
1	Orgnaize, lead employee weekly staff meetings or as needed for all						
	employees or technical staff	7	96				
2	Assist technical staff with clients or their projects	1-5	32				
3	Review client, project, program folders for accurancy and						
	compliance	7	36				
4	Ocations as issued bands as Assistance Bases with staff and						
	Continue review of Landowner Assistance Program with staff and Program Committee for possible revisions and updates as needed	1-7	24				
5							
6	Attended Program Committee Meetings as needed Assist with review process for Pilot Conservation Cover Crop	7	24				
ĺ	Program	1-7	8				
	Sub-Total Technical ManagementTime		220		10.6%		
Priority	Financial Management						
1	Comply annually with Oregon Budget Law requirements by doing						
	research for updates, attending training etc.	7	16				
2	Manage Current Budget, Prepare 2021-22 Budget, Publish Notices,						
	Organize Budget Committee Meeting & Hearing	7	56				
3	Review monthly payroll and quarterly reports	7	8				
4	Review & prepare monthly Accts. Rec./Accts. Payable	7	12				
5	Create/correlate monthly financial statements for Board	7	24				
6	Administer or manage contracts, agreements, office leases	7	24				
8	Prepare paperwork for 2019-20 annual audit. Seek Board approval by December. Electronically file report with Secretary of State &						
	provide copy to ODA	7	48				
9	Research & Implement any new cost saving measures in district		40				
	operations	7	8				
	Sub-Total Financial Management Time		196		9.4%		
	<u> </u>						

Priority	Administration (Office & Personnel)					
1	Perform employee performance evaluations. Discuss with					
	employees to provide training & workload, peformance and					
	review/evaluate SWCD programs for needed updates	7	96			
2	Programs for ficeded apacies		30			
	Review current employees' Annual Work Plan & update as needed	7	24			
3	Develop my 2021-2022 Work Plan Information	7	8			
4	Create, maintain, update position descriptions & hire any additional		_			
	staff as needed	7	48			
5	Review, update and archive District forms, records, etc.	7	48			
6	Develop potential new employee telework plan post COVID-19	7	44			
	Evaluate & Implement the need to contract out various					
7	administrative or technical work	7	40			
8	Participate in search for new office space as needed	7	40			
9	Oversee/conduct office maintenance	7	48			
10	Manage current office subleases	7	48			
11	Order/purchase supplies as needed	7	12			
	Assist Building Committee with compiling and distributing any					
12	meeting agendas and attend Committee meetings as needed	7	20			
	Assist All SWCD Committees with agendas, distribution and attend	-				
13	Committee meetings as needed	7	40			
	Oversee computer maintenance/software updates & needed					
14	hardware with contractor	7	24			
15	Work with ODA on new Strategic Implementation Area in District	6-7	24			
	Answer E-mail,phone,visitor/staff questions or concerns, oversee all					
16	HR functions/implement new laws	7	480			
17	Prepare for and attend monthly staff meetings	7	48			
	Coordinate with SWCD Chair to compile or distribute monthly board					
18	meeting agendas & related documents	7	96			
	Coordinate, Participate and/or work with SWCD Partners, Attend					
19	Community Meetings or Events etc.	6-7	56			
20	Prepare monthly time sheet/expense reports	7	12			
	Perform required SWCD records retention, maintenance &					
21	destruction according to state statute	7	24			
	Attend trainings, meetings, conferences or webinars as available i.e.	0.7	50			
22	effectuve communications etc.	6-7	56			
	Sub-Total Administration Activity		1336	64.2%		
	Project or Program Activities					
1						
	Participate in teleconference meetings for set-up and coordinate					
	training on new SWCD grant tracking program	7	40			
2	Research & assist implementing new conservation programs or	_	40			
	project ideas with Board approval	7	40	2.00/		
	Sub-Total Project Activity		80	3.8%		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		2080	100%		
	Employee Goals for Fiscal Year					
1	Attend benefical trainings	6-7			2	
1	Research new programs or ideas to allocate District funds to					
	implement more conservation projects/programs on the ground or					
2	redefine existing program criteria	1-6			2	
3	Successfully pass financial audit	7			1	
4	Have 2021-2022 Annual Budget approved by committee & board	7			1	

	MARION SWCD EMPLOY	EE WORK P	LAN			
Name:	Jenny Meisel					
Positio	n: Native and Invasive Plant Specialist			Full-Time Equivalent (FTE) Circle	Yes	No
Circle	one: Technical Administrative Education	Employee ID:	N/A	Total Full Time Yearly Hours	2080	
		Employee ib.	14/71	Total Anticipated Number of	2000	
	Work Period:	7/1/20	6/30/21	Hours	1872	90%
		Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	Personal Time					
1	Statutory holidays (10 days)		80	4.3		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave (10.8 hours/month)		129.6	6.9		
4	Sick Leave (7.2 hours/month)		86.4	4.6		
	Other Sub-Total Personal Time		304	16.2		
	Sub-rotal reisonal rime		304	10.2		
	Ongoing Activities					
Priority	Activity/Task					
1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone	8	30	1.6		
2	Coordinate annual native plant sale (see hours below)	1,3,4,5,6,7,8				
3	Attend Staff meetings	8	36	1.9	12	
4	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	16	0.9	3	
	Sub-Total Ongoing Activity		82	4.4		
D 1 1	Project or Program Activities					
Priority	Activity/Task Native Plant Sale					
1	coordinate volunteers and staff at plant sale	6,7,8	30	1.6		
2	Work with vendors to order and secure plant material; work with Bauman's to secure venue	5,6,8	20	1.1		
3	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.	1,3,4,5,6,7	30	1.6	6	
					U	
4	advertising and outreach for plant sale: create press release, prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc.	5,6,7,8	36	1.9		
	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up	5,6,7,8	36	2.1		
5	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8 5,6,7,8	40	2.1		
	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants	5,6,7,8	40 8	2.1		
5	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8 5,6,7,8	40	2.1		
5	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants Subtotal: Native Plant Sale	5,6,7,8 5,6,7,8	40 8	2.1		
5	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants Subtotal: Native Plant Sale Native Plant Program Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and	5,6,7,8 5,6,7,8 5,6,7	40 8 134	2.1 0.4 7.2	3	
5 6	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants Subtotal: Native Plant Sale Native Plant Program Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners. Attend trainings and meetings related to oak conservation (CPOP)	5,6,7,8 5,6,7 5,6,7	40 8 134 40	2.1 0.4 7.2 2.1		
1 2	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants Subtotal: Native Plant Sale Native Plant Program Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners. Attend	5,6,7,8 5,6,7,8 5,6,7 1,2,3,4,5,6,7,8 1,2,3,4,5,6,7,8	40 8 134 40	2.1 0.4 7.2 2.1		
5 6 1	prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc set up/take down and gather material, supplies and pick up plants for plant sale create/organize labels and signage for plants Subtotal: Native Plant Sale Native Plant Program Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners. Attend trainings and meetings related to oak conservation (CPOP conference every other year)	5,6,7,8 5,6,7 5,6,7 1,2,3,4,5,6,7,8 1,2,3,4,5,6,7,8	40 8 134 40 24	2.1 0.4 7.2 2.1 1.3		

Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance): respond to invasive hottline reports; track activity using CATS program coordinate with other agencies and organizations on imvasive plant issues: No lay Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA, CWMA steering committee, their the Mid Willamette CWMA, CWMA steering committee, presentations and other informational documents related to invasive plants. Annual Events (4 develop newsletter articles, presentations and other informational documents related to invasive plants. Annual Events (4 County Pull Together/ODA noxious Weed Symposium-every other year, etc) collect and organize photos and herbarium specimens 5,7,8 8, 0.4 1,2,3,4,5 24 1,3 2 other other year, etc) collect and organize photos and herbarium specimens 5,7,8 8, 0.4 252 133.5 Invasive Plant Surveys/Partnerships Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact I landowners to gain permission to conduct treatments and inform them about the project, project management-work with contractor with contractor with contractor with contractor with contractor with contractor of the major the project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach outreach. 4 Assist NSVG with inglementing OSWB grant for Phase 2 of tudwigia control project along NS River. Planning mailings to landowners, surveys, landowner outreach, education and outreach outreach. 5 Assist NSVG with inglementing of project along NS River. Planning mailings to landowners, surveys, landowner outreach, education and outreach outreach and outreach on native plants, polinators, wildlife and stormwater management in the wirban landocape 2 Contact local retail nurseries about carrying native plants 5 polinators, wildlife and stormwater management in the urban landoc		Invasive Plants Program					
Invasive plant issues: No My Coalition, Marion County Weed Control District, Oregon Dept of Ag. City of Salem etc., WIN steering committee, Chair the Mid Williamette CWMA, CWMA steering committee, County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc) County Pull Together/ODA noxious Weed Symposium-every other year, etc. County Pull Together/ODA noxious Weed Symposium-every other year, etc. County Pull Together/ODA noxious Weed Symposium-every County Holland William County Weed Symposium-every County Symposium-every County Coun	1	invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; track		120	6.4		
Attend trainings related to invasive plants Attend trainings related to invasive plants Attend trainings related to invasive plants—Annual Events (4 County Pull Together/ODA noxious Weed Symposium-every other year, etc) 5 collect and organize photos and herbarium specimens 5,7,8 8 0.4 Subtotal: Invasive Plant Program 1,2,3,4,5 Subtotal: Invasive Plant Program 252 13.5 Invasive Plant Surveys/Partnerships Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact I landowners to gain permission to conduct treatments and inform them about the project; project management-work with contractor Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigla control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigla survey and treatment project along the North Santiam River. 4 Maintain and update GPS equipment for survey use Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat Provide education and outreach on native plants, poplinators, wildlife and stormwater management in the urban landscape 2 Contact local retail nurseries about carrying native plants Formation and Dutreach of Subtotal: Invasive Plant Surveys/Partnerships 3 Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Adubuhor/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, solls workshop, pollinators, etc.). Education and Outreach Events sponsored by the District or other agency partners; including tri county Subtotal: Backyard Habitat Education Coordinator with education events: Salmon Assist Education Coordinator and Courreach activities related to specific pro	2	invasive plant issues: No Ivy Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA,	1,3,4,5,6,7,8	60	3.2		
4 County Pull Together/ODA noxious Weed Symposium-every other year, etc) 5 collect and organize photos and herbarium specimens 5,7,8 8 0.4 Subtotal: Invasive Plant Program Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact landowers to gain permission to conduct treatments and inform them about the project; project management-work with contractor Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River. 4 Maintain and update GPS equipment for survey use Subtotal: Invasive Plant Surveys/Portnerships Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape 2 Contact local retail nurseries about carrying native plants phabitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop), pollinators, etc.): Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 assist this Coordination and attending outreach events: Saturday market, Earth Day, etc.	3	informational documents related to invasive plants	1,3,4,5,6,7,8	40	2.1	3	
Subtotal: Invasive Plant Surveys/Partnerships Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management-work with contractor Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for substitution S,6,7,8 4 3.4 4 4 5 5 5 5 5 5 5	4	County Pull Together/ODA noxious Weed Symposium-every	1,2,3,4,5	24	1.3	2	
Invasive Plant Surveys/Partnerships Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management-work with contractor Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along MS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River. 4 Maintain and update GPS equipment for survey use Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape 2 Contact local retail nurseries about carrying native plants 5,6,7,8 4 10 0.5 Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. Sastist With Coordination and attending outreach events: Salturday market, Earth Day, etc.	5	collect and organize photos and herbarium specimens	5,7,8	8	0.4		
Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management-work with contractor Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with DSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River. Maintain and update GPS equipment for survey use 5,8 4 0.2 Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for school Set. Sasts with Coordination and attending outreach events: Salurday market, Earth Day, etc.		Subtotal: Invasive Plant Program		252	13.5		
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Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River. Maintain and update GPS equipment for survey use Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc	1	Knotweed survey and treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management-work	1,3,4,5,6,7,8	144	7.7		
phase 3 of the Ludwigia survey and treatment project along the North Santiam River. Maintain and update GPS equipment for survey use Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 assist with coordination and attending outreach events: Saturday market, Earth Day, etc Subtotal: Backyard Habitat Salmon Sal	2	Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and	1,3,4,5,6,7,8	120	6.4		
Subtotal: Invasive Plant Surveys/Partnerships Backyard Habitat	3	phase 3 of the Ludwigia survey and treatment project along		64	3.4		
Backyard Habitat Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 Saturday market, Earth Day, etc 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10	4	Maintain and update GPS equipment for survey use	5,8	4	0.2		
Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 Sasist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,2,3,4,5,6,7,8 10 0.5 1,2,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2		Subtotal: Invasive Plant Surveys/Partnerships		332	17.7		
pollinators, wildlife and stormwater management in the urban landscape Contact local retail nurseries about carrying native plants Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 assist with coordination and attending outreach events: Saturday market, Earth Day, etc		Backyard Habitat					
Attend trainings related to backyard habitat/Urban habitat/ecology conservation Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,3,4,5,6,7,8 10 0.5	1	pollinators, wildlife and stormwater management in the	1,2,3,4,5,6,7,8	22	1.2		
1,2,3,4,5,6,7,8 16 0.9 2 Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,2,3,4,5,6,7,8 10 0.5 1,2,3,4,5,6,7,8 10 0.5 1,3,4,5,6,7,8 10 0.5	2	Contact local retail nurseries about carrying native plants	5,6,7,8	10	0.5		
regarding the possibility of expanding the Portland program into Marion County Subtotal: Backyard Habitat Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,2,3,4,5,6,7,8 10 0.5 11 11 12 13 13 13 14 15 15 16 17 17 18 18 18 18 18 18 18 18	3	1	1,2,3,4,5,6,7,8	16	0.9	2	
Education and Outreach Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators, etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. 3 assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,3,4,5,6,7 10 0.9 1,3,4,5,6,7 10 0.9 3	4	regarding the possibility of expanding the Portland program into Marion County	1,2,3,4,5,6,7,8	10	0.5		
Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,3,4,5,6,7 20 1.1 3 1,3,4,5,6,7 40 2.1 6 1,3,4,5,6,7 16 0.9 3		Subtotal: Backyard Habitat		58	3.1		
District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events: Saturday market, Earth Day, etc 1,3,4,5,6,7 20 1.1 3							
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3 Saturday market, Earth Day, etc 1,3,4,5,6,7 16 0.9 3	1	District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program		20	1.1	3	
Subtotal: Education and Outreach 76 4.1	2	District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide	1,3,4,5,6,7	-		-	
		District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above. Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc. assist with coordination and attending outreach events:	1,3,4,5,6,7	40	2.1	6	

	LAP-Technical Assistance/Conservation Planning					
1	Conduct site visits, create maps, site visit write ups; write specs for projects; support for ODA focus area	1,2,3,4,5,6,7,8	90	4.8		
2	Assist landowners with grant applications: LAP, OWEB Small Grants; provide LAP support and tech assistance for staff	1,2,3,4,5,6,7,8	90	4.8	6	
3	update and input client data into CATS database	1,2,3,4,5,6,8	100	5.3		
1	Provide GIS support for staff	1,2,3,4,5,6,7,8	16	0.9		
5	Attend weekly tech meetings	1,2,3,4,5,6,8	100	5.3	50	
6	Manage GIS Data	1,2,3,4,5,6,8	8	0.4		
,	Manage AGOL account, develop database. Work with MWV- COG to develop our program	1,2,3,4,5,6,8	32	1.7		
3	Take training courses for ArcGIS online	1,2,3,4,5,6,8	24	1.3	4	
	Subtotal: Lap Assistance/Conservation Planning		460	24.6		
	Sub-Total Project Activity		1428	76.3		
	Sub-Total Ongoing Activity		140	7.5		
	TOTALS FROM ONGOING AND PROJECT ACTIVITIES		1568	83.8		
	TOTALS FROM PERSONAL TIME		304	16.2		
	TOTAL TIME		1872	100.0		
	Employee Goals for Fiscal Year					
	Take online GIS training courseslearn ArcGIS Online/ArcCollector for ipad data collection. Develop					
2	database for staff data collection. Work with local retail nurseries to provide native plants					
	Develop materials to promote oak and prairie habitat					
3	conservation					
ļ	Stay current on CATS entries					
	Take a leadership or project management course/training					

Name:	Meredith J Hoffman						
				Full-Time Equivalent			
Positio	n: Conservation Planner & Water Quality Specialist			(FTE) Circle		Yes) No
Circle o	one: (Technical) Administrative Education	Employee ID:	N/A	Total Full Time YearlyHours		2080	
		1 2,22	,	Total			
	Work Period:	6/30/21	Anticipated Number of Hours		2080		
		Strategic Plan Goal Number	Anticipated # of Hours	Addiitional #	% of Time	Quantity	Item Complete
	Personal Time						
1	Statutory holidays (10 days)		80				
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8				
3	Annual Leave		96				
4	Sick Leave		96				
	Other- unpaid leave as needed		80				
	Sub-Total Personal Time		360		17.3%		
	Ongoing Activities						
Priority	Activity/Task						
1	Creation, development of project plans/ Con Plans	1 thru 5	225			15	
2	Tech review for LAP, SPG and OWEB, inc initial set up	1 thru 5	125				
3	Implement projects, monitor, reevaluate project timelines.	1 thru 5	105				
4	Support and evaluate past projects	1 thru 5	40			5	
5	Technical Partnership building/WQ Mtgs	1 thru 5	40				
7	ODA: WQ mapping 1st and 8th quarters	1 thru 5	180				
8	Outreach to new Agricultural Groups	1 thru 5	30			3	
9	Support for Educational Events	6	30			3	
10	Record Keep and data management	1 thru 5	90				
11	CATS continued data entry and training	1 thru 5	45			30	
12	Office duties	7	30				
13	Organization and Clean up	7	23				
14	Ongoing training, webinar, seminar, publications	1 thru 5	99			40	
16	District Operations	7	95				
18	Composting & other ag on line meetings	1 thru 5	32			3	
19							
20							
21							
22							
23							
24	-						
25							
	Sub-Total Ongoing Activity		1189		57.2%		

	Project or Program Activities							
Priority	Activity/Task							
1	District Conservation Programs: LAP	1,2,3,4,5	301					
2	District Conservation Programs: SPG	1,2,3,4,5	20					
3	Conservation Programs: OWEB	1,2,3,4,5	10					
5	ODA Water Quality Program, No Santiam	1,2,3,4,5,6	190					
6	AgWQ: LAC Meetings and reports	1,2,3,4,5,6	10					
7								
8								
9								
10								
26								
27								
28								
29								
30								
	Sub-Total Project Activity		531	25.5%	ó			
	TALS FROM PERS TIME, ONGOING AND PROJECT ACTIVITIES		2080	100.0%	ó			
	Employee Goals for Fiscal Year							
1	Increase my knowledge of soil & water management							
2	Develop landowner & community contacts							
3	Increase my awareness of conservation issues in MC							
4	Improve knowledge of Ag WQ management & soils							
5	Inc. understanding of MC Land use, policies, permits, righ	nts						
6	Get Drainage Engineering Information documented							
7	Increase understanding of other agency programs							
8	Improve data management and learn CATS program							
9	Develop relationships with focus area candidates							
10	Strengthen vendor and supplier relationships							

1 Administration: Maintain files; annual meeting; check email; answer phone 2 Attend trainings not related to specific topic below, ie. computer, first aid, etc. 1 Attend staff meetings 8 12 0.58% 1 Attend staff meetings 8 36 1.73% 12 Subtotal: Ongoing Activity 118 5.67% Project or Program Activities Strategic Plan Anticipated of Time Quantity litem	MARION	SWCD EMPLOYEE WORK PLAN 2019-2020					
Name: Sarah Hamilton Figures Coordinator Frostiful Responsibilities Frostiful Respo			Full-Time		T	I	
Position Restoration Project Coordinator Total Full Time 2080	Name: Sa	rah Hamilton		Yes	No		ļ
Position: Restoration Project Coordinator Total Trotal Preserve Horse Preserve Ho	ranic. sa	un numiton		···	110		ļ
Prototol Time Activity/Task Statetie Plan Anticipated Statetie Plan Anticipated Statetie Plan Anticipated Statetie Plan Anticipated Statetie Plan Statetie Plan Anticipated Statetie Plan State							
Present Time	Position:	Restoration Project Coordinator		2080			
Anticipated Anticipated Activity/Task Strategic Plan Anticipated Strategic Plan Anticipated Strategic Plan Sola Number Activity/Task Strategic Plan Sola Number Sol Number Sola Number	o: 1	<u> </u>	-				
Activity/Task Statutory holidays (10 days) Statutory holidays (1	Circle one	: (lechnical)Administrative Education	Anticipated	2080			
Solution problems 10 days	Personal [*]	Time Time					
Solution problems 10 days			Church and a Plant	A A! -! A			
Statutory helidays (10 days) 8 8 8 8 0.355 10		Activity/Task	_		% of Time	Quantity	
Floater Day (Employee works more than 20 hrs per wk)			Goal Number	# of Hours			Complete
Annual Lave		Statutory holidays (10 days)	8	80	3.85%	10	
Sick Larve 8 95 4.62% 12		Floater Day (Employee works more than 20 hrs per wk)	8	8	0.38%	1	
Other Sub-Total Personal Time 20 13,45%		Annual Leave	8	96	4.62%	12	
Sub-Total Personal Time Strategic Plan Activity/Task Strategic Plan Goal Number Activity/Task Strategic Plan Activity/Task Activity/Task Strategic Plan Activity/Task Activity/Task Activity/Task Strategic Plan Activity/Task Activity/Task		Sick Leave	8	96	4.62%	12	
Priority Activity/Task Strategic Plan Goal Number 8 of Novus 8 of Time Complete Complete 1 Administration. Maintain files; annual meeting; check email; answer phone 8 70 3.37% 12 0.58% 1 1.00 0.58% 1		Other	8	0	0.00%		
Priority Activity/Task 1 Administration: Maintain files; annual meeting; check email; answer phone 2 Attend trainings not related to specific topic below, ie. computer, first aid, etc. 3 Attend strainings not related to specific topic below, ie. computer, first aid, etc. 4 B 12 0,085% 1.73% 12 Technical organization of the straining of the st		Sub-Total Personal Time		280	13.46%		
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2 Attend trainings not related to specific topic below, le. computer, first aid, etc. 8 8 12 0.58% 175 subtotals of meetings \$ 8 10 173% 12 experience of program activities Priority Activity/Task Strategic Plan Goal Number of Hours Script Plan Goal Number of Hour	1	Administration: Maintain files; annual meeting; check email; answer phone	8	70	3.37%		
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2 Provide GIS support for staff 3 Attend weekly tech meetings 5 Subtotal: LAP & SPG Assistance/Conservation Planning 8 North Santiam Watershed Council Project Coordination 1 Technical Assistance; conduct site visits and provide phone and email technical assistance to landowners, council members, partners, and the public 1 Immediately provide project development and grantwriting assistance; oversee project implementation; monitor effectiveness; create project report 2 Support community outreach projects; develop classes, find speakers, develop outreach materials, and report outcomes 3 Provide GIS support for the work of the council 5 Subtotal: North Santiam Watershed Council 6 Diversity, Equity, and inclusion Planning 1 DEI trainings and education DEI meetings and event planning 1 DEI trainings and education DEI meetings and event planning 1 Develop program reports 1 Assist in the development of DEI Plan 2 Develop program reports 3 Subtotal: Diversity, Equity, and inclusion Planning 3 Develop program and Project Activity 1 Develop program and Project Activity 1 Develop program and Project Activity 1 Develop program and Project Activity 1 Develop Develop program and Project Activity 1 Develop Develop Program and Project Activity 1 Develop Develop Program and Project Activity 1 Develop Develop Program and Project Activity 1 Develop Develop Program and Project Activity 1 Develop	2	Assist staff, partners, and landowners with invasive and native plant identification, reporting, data	5,6,7	150	7.21%		
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North Santiam Watershed Council Project Coordination Technical Assistance; conduct site visits and provide phone and email technical assistance to 1,3,4,5,6,7 167 8.03%							
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and report outcomes Provide GIS support for the work of the council Diversity, Equity, and Inclusion Planning DEI trainings and education DEI meetings and event planning 1 DEI weetings and event planning 1 Assist in the development of DEI Plan Develop program reports Subtotal: Diversity, Equity, and Inclusion Planning 1 Develop program reports Subtotal: Diversity, Equity, and Inclusion Planning Sub-Total Program and Project Activity Subtotal: Diversity, Equity, and Inclusion Planning Sub-Total Program and Project Activity Subtotal: Diversity, Equity, and Inclusion Planning Sub-Total Program and Project Activity Subtotal: Diversity, Equity, and Inclusion Planning Sub-Total Program And Project Activity Subtotal Ongoing Activity TOTALS FROM ONGOING AND PROJECT ACTIVITIES TOTALS FROM PERSONAL TIME TOTAL TIME Develop program and Project Activity and Inclusion Planning Total Time Total Program and Project Activities Improve the district capacity to assist landowners with restoring riparian and wetland areas by working with WCs to increase partnerships. Head up the development of a plan focused on Diversity, Equity, and Inclusion. Assist the Partners of the North Santiam with development of structure, goals, projects, and grant applications.	1 1		1,3,4,5,6	320	15.38%		
3 Provide GIS support for the work of the council Subtotal: North Santiam Watershed Council Diversity, Equity, and Inclusion Planning 1 DEI trainings and education DEI meetings and event planning DEI meetings and event planning DEI provide GIS support of DEI Plan DEI meetings and event planning DEI meetings and even	2		7	100	4.81%		
Subtotal: North Santiam Watershed Council Diversity, Equity, and Inclusion Planning 1 DEI trainings and education DEI meetings and event planning 6 30 1.44% DEI meetings and event planning 6 6 30 1.44% DEI meetings and event planning 6 6 80 3.85% 1 Develop program reports 6,8 20 0.96% 1 Subtotal: Diversity, Equity, and Inclusion Planning 190 9.13% Subtotal: Diversity, Equity, and Inclusion Planning 190 9.13% Sub-Total Program and Project Activity 1045 50.24% Subtotal from Morth Santiam Watershed Council Sub-Total Ongoing Activity 118 5.67% TOTALS FROM ONGOING AND PROJECT ACTIVITIES 1800 86.54% TOTALS FROM PERSONAL TIME 70TAL TIME 280 13.46% TOTAL TIME 280 10.00% Employee Goals for Fiscal Year 2019-2020 1 Improve the district capacity to assist landowners with restoring riparian and wetland areas by working with WCs to increase partnerships. 4 Build connections within the district and work to increase district and council outreach through partnerships.	3		6,8	50	2.40%		
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4 Build connections within the district and work to increase district and council outreach through partnerships.							
5 Increase my number of funded projects during the 2020-2021 fiscal year by encouraging landowner participation and building trust.							
	5	Increase my number of funded projects during the 2020-2021 fiscal year by encouraging landowner p	articipation and bu	lding trust.			