





**Marion Soil and Water Conservation District (MSWCD)
Administration Committee Meeting
Friday, September 16, 2022, 8:30 am to 10:00 am**

HB2560 requires that all Oregon public meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the public an opportunity to access and attend the meeting by telephone, video or other electronic or virtual means. This meeting will be offered by video conference and by telephone. Please inform the MSWCD if you would like to attend in person (as space is limited), contact by phone, 503-391-9927 or visit www.marionswcd.net at least 24 hours in advance for assistance.

-  **Link to Video Conference: [\(Zoom\) Meeting Link \(Click Here\)](#)**
-  **Meeting Telephone Number: 1-253-215-8782**
- Meeting ID: 886 3515 7335 | Passcode: 930208**

Agenda DRAFT

Chair Hsu: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Review of June 24 & August 12, 2022, Minutes	Chair	Procedure	5 min.
2	Employee Policy Handbook – Part 1 Review	Sanchez	Review Discussion	30 min.
3	Organizational Chart Draft	Sanchez	Review Discussion	10 min
	Meeting Adjournment	Chair		

Committee Members 2022: Terry Hsu, Darin Olson, Brenda Sanchez, and Linda Lovett

Agenda Item Briefing

Item #	Description	Action
2	Review Employee Policy Handbook – Part 1 (of three parts) Review. See table below for projected schedule to review	Review Part 1; discussion, edits etc. Recommend Part 1 to move forward.

Personnel Policy Handbook Review Projected Schedule

September	Admin Committee	Introduction through Whistleblower Protections
October	Admin Committee	Communication and Software Systems through Benefits
November	Admin Committee	Leaves of Absence to End
December	Board	Adopt employee handbook for immediate use by employees.



Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If special physical, language, or other accommodations are needed for this meeting, please advise the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of the meeting.