



**Marion Soil and Water Conservation District (MSWCD)  
Administration Committee Meeting  
Friday, October 21, 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.

📺 **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 September 16, 2022, Minutes	Chair	Procedure	5 min.
2	SkillsBridge Continuation	Jason Marshall	Discussion	10 min
3	Employee Policy Handbook – Part 2 Review	Sanchez	Review Discussion	30 min.
4	Training Guidelines: Establish purpose and procedures for using District funds on training/ conferences training.	Sanchez	Review Discussion	20 min.
5	District Liability Insurance Coverage. Review of current coverage.	Sanchez	Review Discussion	30 min.
	Meeting Adjournment	Chair		

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

**Agenda Item Briefing**

Item #	Description	Recommendation
2	Is the District willing to continue providing SkillsBridge internship opportunities? Jason Marshall would like to discuss the future of the internship.	Recommend

**Personnel Policy Handbook Review Projected Schedule**

September-Completed	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.
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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.