

**Marion Soil and Water Conservation District  
Administrative Committee Meeting  
1/19/2022**

Location: Marion SWCD - Zoom meeting  
408 N 3rd Ave Stayton, OR 97383  
Date: Wednesday, January 19, 2022  
Time: 7:08 – 9:07 PM

**MINUTES**

Recorder: Amy Boyd  
Chair: Chong Kee Tan

**TELEPHONE/VIDEO CONFERENCE (VIA PHONE & ZOOM MEETING) ATTENDANCE:**

<u>DIRECTORS</u>	<u>ASSOCIATES</u>	<u>STAFF</u>	<u>GUESTS</u>
Brenda Sanchez	Chong Kee Tan	Amy Boyd Susan Ortiz Delani Herb	

**1.** Chairman Tan called the meeting to order at 7:08 PM.

**2.** Salary Survey. Boyd presented the frame of the salary survey results and a salary management plan. Discussion on information such as employee exit interviews (investment, retention), wages of nearby jobs (competition), and an improved study summary in the context of board presentation. Discussion tabled to February meeting, Boyd will transmit draft a more detailed draft for review prior to the next meeting.

**3.** Employee Handbook. Boyd presented the model SDAO handbook as a starting place for our employee handbook update. An update is needed because the existing handbook is over 10 years old and lacks updates in both state law and good business practice. SDAO also provides many of our insurance coverages, and utilizing their model will be beneficial to our risk management strategies. Discussion around presented materials, need for clarity in changes, and a policy update strategy. Boyd will package and present a prioritized review approach in February's admin committee meeting.

The committee recommends to the Board that the District start with SDAO's model handbook for our employee handbook update.

**4.** Delegation of Authority. The committee has the delegation of authority in old business to address as employee handbooks, and board, directs.

Chairman Chong Kee Tan adjourned the meeting at 9:07 PM.

Respectfully Submitted,

***Amy Boyd***

District Manager