

**Marion Soil and Water Conservation District
Administrative Committee Meeting
2/16/2022**

Location: Marion SWCD - Zoom meeting
408 N 3rd Ave Stayton, OR 97383
Date: Wednesday, February 16, 2022
Time: 7:01 – 9:21PM

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>
Terry Hsu	Chong Kee Tan	Amy Boyd	
Brenda Sanchez		Susan Ortiz	
		Delani Herb	

1. Chairman Tan called the meeting to order at 7:01 PM.
2. Minutes. Minutes for 11/17/21 and 1/19/22 were reviewed. Tan recommends approval by the committee.
3. Salary Survey/Management Plan. DM Boyd presented a detailed analysis of national salary trends, the compensation study outcomes, relative to itself, our wages, and current openings in nearby Salem, and sought feedback on how to proceed with necessary updates to wages, insurance, and salary management processes. The committee discussed at length, ultimately recommending a 5% COLA for all staff, excluding district manager, and a District coverage of 66% of employee dependent insurance costs, to take effect as soon as possible but no later than open enrollment period in August 2023.
4. Financial Manager. DM Boyd presented the financial manager position statement and a summary of the Cascade compensation study data, similar position openings, and wages for SWCD positions with the same or highly similar roles. DM Boyd noted that Ortiz has been working in this capacity since DM Keppinger was released in December 2020, and had not received any additional compensation akin to what was offered the acting district manager. She recommends a salary at the Norm plus 20% for Ortiz with the job title change to Financial Manager to reflect the job duties Ortiz fills. Committee recommends the Board adopt a Financial Manager role and a salary in the pay range recommended by Cascade Employers.
5. Employee Handbook. DM Boyd presented a short table illustrating a process for reviewing the employee handbook. The review is proposed to begin in May. Committee concurs with this as a logical step forward.

Chairman Chong Kee Tan adjourned the meeting at 9:21 PM.

Respectfully Submitted,

Amy Boyd

District Manager