

**Marion Soil and Water Conservation District
Administrative Committee Meeting
4/22/2022**

Location: Marion SWCD - Zoom meeting
408 N 3rd Ave Stayton, OR 97383
Date: Friday, April 22, 2022
Time: 8:33 – 9:43 am

MINUTES

Recorder: Brenda Sanchez
Chair: Terry Hsu

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

<u>DIRECTORS</u>	<u>ASSOCIATES</u>	<u>STAFF</u>	<u>GUESTS</u>
Terry Hsu		Brenda Sanchez	
Darin Olson		Delani Herb	

1. Elect Chair. Hsu volunteered; Darin motioned to make Terry Hsu Chair; Sanchez 2nd; All in favor; no oppose.
2. Sanchez previewed her 30-60-90 New Manager workplan. Discussion ensued regarding the workplan and the amount of work we do.
3. Minutes. Minutes for 3/17/22 were reviewed. Hsu recommends approval by the committee. All in favor; no oppose.
4. Sanchez reported on the Strategic Planning Workgroup. The workgroup discussed current workload, roles and responsibilities, and growth opportunities. Results in an updated organizational structure. We will all be aligned on what we do. Hsu asked about the difference in process and who is on the Strategic Planning workgroup. Sanchez replied that we are working under the 5 Year Business Plan and this is an exercise in getting the team aligned and will bring products to the committees for further discussion and recommendations. Hsu and Olson suggested that the Board be engaged when it is time. Olson wants to ensure that the Board is involved. Sanchez confirmed that the team will not move forward on our goals without Board engagement.
5. Grievance investigation submitted to Boyd. Director Koch and Sanchez met with SDIS legal review. The report is now with them as they complete a legal review. More to come. Hsu requested an opportunity to provide feedback. Sanchez informed Hsu that SDIS will speak with each director. Director Koch will attend all SDIS meetings with Sanchez.
6. Financial Administrator. Sanchez presented the financial administrator position for discussion. Sanchez described that she took the Fiscal Manager position that Boyd had created and revised to a Fiscal Administrator position, keeping all the financial duties,

removing grant management duties, and moving HR duties to Sanchez. Hsu reviewed and saw that it had been separated out. Olson asked if we would offer to staff or advertise the position? Sanchez replied we could do either. Hsu asked if we must advertise or could we just offer internally. Sanchez said she would investigate, flying the position is usually best. If no one internally would like work as the new FA. Olson replied it is up to Sanchez after the Board approves the position description and salary to hire as she wants. Sanchez recommends a Range E from \$61,500 to \$77,000 from the Salary Administrative Plan. Discussion ensued around the salary. Hsu motioned to recommend the position descriptions and the salary for the FA Range E and the Grants Coordinator at Range D. Olson 2nd; All in favor; no oppose.

7. Hsu discussed how to move forward with Survey Monkey. Due for renewal in August at around \$400. Sanchez recommends getting a district subscription and the manager review can be still use SM. Sanchez will investigate the details and get back to Hsu. Can Hsu sync previous SM work to keep.

Chairman Hsu adjourned the meeting at 9:09 AM.

Respectfully Submitted,

Brenda Sanchez

District Manager