

**Marion Soil and Water Conservation District
Administrative Committee August 12, 2022 Meeting Minutes**

8:30 AM to 10:00 AM

Facilitator: Committee Chair Hsu

Recorded by: Brenda Sanchez

Meeting offered by video conference and by telephone.



Attendance

Committee Members

Hsu, Terry – Director and Committee Chair

Delani Herb – Staff

Brenda Sanchez – District Manager

Guests

A. Hsu Call to Order: 8:36 AM

B. Agenda Additions or Changes: None

C. Announcements: None

1. Review of June 24, 2022, Minutes

Moved to Next Admin Committee Meeting

2. Urban Conservationist Position

Hsu asked Sanchez what the vision of this position. Sanchez replies that there has been a need for some time for an Urban Conservationist at the Marion SWCD. Sanchez added that the District has developed a framework and funded the Backyard Habitat Improvement Program, which needs a lead to implement. The UC can work on that. This is a new position and the person hired for the position will help develop the position over time. They would work to achieve the District's mission in urban areas. The City of Salem and City of Keizer have expressed that they look forward to working with the UC once hired and have wanted to have that partnership with the District for some time. Hsu goes on to say he understands what the cities do but what exactly would the UC do. Sanchez explains that there is a need for education and outreach to urban communities related to stream management, water quality, etc. Hsu asked how this position will be different then what the cities do such as weed management. Sanchez explains that the position will connect urban

communities to our mission, build relationships, and provide resources to those communities not traditionally served by the District. Sanchez says she spoke with other UCs at other Districts and find that they have a large response to the position, they are very busy, working with residents on many issues concerning water quality and conservation. The UC will add to our portfolio of technical services. Hsu asked what a successful job of the UC would be. Sanchez responds that urban issues are pollution, toxic, pesticides, water conservation, and backyard habitat; focusing on these issues alone will benefit our mission. Discussion continued regarding the duties of the UC.

3. Compensation Study

Sanchez explained that she worked with Cascade Employer Association to revise the Compensation Study and removed the Financial Manager and replaced it with the new approved Financial Administrator position. Sanchez went on to explain that the study, although updated with the new position, is somewhat obsolete because this information changes fast and we would have to update this study annually. Sanchez wants to know how to move forward with the study. Sanchez asks if we could agree to use this study to determine our competitive ability when recruiting new hires, to answer "Are our pay ranges competitive for similar work?". Discussion continued related to the study information and design. Hsu expressed that he wanted the study to be fair. Sanchez answered that maybe we need to do a Pay Equity Analysis. Sanchez displays what a Pay Equity Analysis would entail; analyze employee pay for positions of comparable character, apply justifying differentials based on Oregon's Equal Pay Act, identify pay disparities, then make recommendations for equitable pay adjustments based on remaining pay discrepancies. Sanchez and Hsu discussed the Pay Equity Study. Adding that Sanchez had already spoken with Cascade Employers Association has an agreement ready to submit. Hsu agreed we should complete the study.

9:10 AM Herb has left the meeting.

Sanchez asked again if we should accept the compensation study and use to figure our salary ranges as we update the Salary Administration Plan. Hsu responds that yes; these are challenging times and cost are increasing. Sanchez asks should I take this back to the Board and ask for a new compensation study to be completed. Sanchez and Hsu continued to discuss the compensation study and the data used for the study. Sanchez again asks Hsu for direction on whether we will accept and use the competitive study or have a new one completed. Sanchez explained how the study can be used for our purposes; the information can be used to help define our pay ranges. Sanchez asks, "do we want to meet the 80 percent norm for our lowest

steps, and do we want to meet 120 percent for our highest steps or do we want to use some other percentage within the 80-120 percent". Sanchez struggles to define what the market ranges mean to the District and would like to look to into this more, if the Board accepts the study for use. Hsu states that he would rather have all the committee members here to discuss this with. Sanchez explains we could move this to next month. Hsu agrees and we will move this till next month.

4. Employee Compensation for Waived Benefits

Sanchez explains that there is an employee who was given misinformation a few years ago regarding health benefits and as a result they waived their health benefit and now have their own insurance that they pay out-of-pocket for. The employee has requested if the Board would compensate them and contribute more to their retirement, since the District is not paying for the health benefit. Sanchez and Hsu discussed the issue further and it was determined that Sanchez would investigate the legal pathways to compensate the employee and bring to the Board for discussion.

Adjourn: Chair Hsu adjourned the meeting at 9:14 AM



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