





**Marion Soil and Water Conservation District (MSWCD)
Administration Committee Meeting
Friday, December 2, 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. Please inform the MSWCD if you would like to attend in person (as space is limited), contact by phone, 503-391-9927 or visit www.marionswcd.net at least 24 hours in advance for assistance.

-  **Link to Video Conference:** [\(Zoom\) Meeting Link \(Click Here\)](#)
-  **Meeting Telephone Number:** 1-253-215-8782
- Meeting ID:** 886 3515 7335 | **Passcode:** 930208

Agenda

855 855 8805

Chair Hsu: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Review of September and October Minutes	Chair	Procedure	5 min.
2	2023 COLA	Sanchez	Review Discussion	10 min.
3	Employee Policy Handbook – Part 3 (Final) Review	Sanchez	Review Discussion	30 min
	Meeting Adjournment	Chair		

In attendance: Terry Hsu, Darin Olson, Brenda Sanchez, Linda Lovett

Agenda Item Briefing

Item #	Description	Action
2	2023 Cost of living Allowance.	Review proposed COLA
3	Review Employee Policy Handbook – Part 3 (of three parts) Review. See table below for projected schedule to review	Review Part 3; discussion, edits etc. Recommend Whole Document to move forward


Personnel Policy Handbook Review Projected Schedule

September	Admin Committee	Introduction through Whistleblower Protections
October	Admin Committee	Communication and Software Systems through Benefits
December	Admin Committee	Leaves of Absence to End
December	Board	Adopt employee handbook for immediate use by employees.

Agenda Briefing/Minutes

Item #	Description	Action
	Call to Order: Terry started the meeting at 8:38am. Brenda was enroute to the office and joined by phone at 8:51.	
1	Review of September and October Minutes	Sept minutes unavailable; Terry moved to approve Oct minutes, Darrin 2 nd , Motion passed unanimously
2	<p>2023 COLA. Discussion focused on developing consistent criteria to justify to taxpayers and staff whether and when to give COLAs. Committee members agreed COLAs will be reviewed annually and tied to the annual budget, so would start with the fiscal year. Considerations for determining the COLA rate include the West Region Consumer Price Index, COLA State of Oregon employees, and Marion County tax revenue projections.</p> <p>Darin and Brenda also have been discussing a policy for pay increases. Darin suggests that an employee who receives outstanding performance appraisals for two consecutive years get a step increase. This will limit the number of step increases given each year and make them easier to budget for because not everyone would get one every year. Brenda is going to training about this and thinks it will comply with the Oregon Pay Equality Act.</p>	<p>Committee will recommend criteria to the Board, which will decide any annual COLA. Darin and Brenda will work on numbers to propose to the board.</p> <p>Details of pay increases will be developed with the Salary Administration Plan.</p>
3	<p>Employee Policy Handbook – Brenda reviewed changes to the SDAO template used to develop the handbook:</p> <ol style="list-style-type: none"> 1. Dispute Resolution: Is a time limit needed for employee grievances? 2. Annual Leave: Board approved additional 8 hours for each year of service up to 10 years. Brenda suggested keying the additional day to staff hire dates. However, some staff have been with the District more than 10 years so will not receive the benefit. 3. Holidays: –Columbus Day OR Indigenous Peoples Day OR floating holiday? 4. Separation from Employment: “at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period...” Brenda will check the meaning of this because it can be interpreted different ways. 	<ol style="list-style-type: none"> 1. Decision: follow BOLI and allow a year to file a general grievance. 2. Decision: Give staff with more than 10 years of District service a one-time floating holiday for FY24. Brenda will add this as a motion when the board reviews the Handbook. 3. Replace Columbus Day with a floating holiday. <p>Brenda will distribute the full Handbook to the</p>

		Board electronically and provide a summary of all the changes.
	Terry adjourned meeting at 9:33	

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