







**Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting
Friday, March 24, 2023, 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 held by video conference and by telephone.

-  **Link to Video Conference:** [\(Zoom\) Meeting Link](#)
-  **Meeting Call in Number:** 1 (253) 215 - 8782
-  **Meeting ID:** 867 7354 1977 | **Passcode:** 359201
-  **Staff Contact:** Brenda Sanchez, brenda.sanchez@marionswcd.net

Agenda DRAFT

Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of January 20, 2023, Minutes	Chair	Procedure	5 min.
3	Personnel Policy Handbook (Final Draft)	Sanchez	Discussion Recommendation	35 min.
4	Draft Public Records Request Policy	Sanchez	Discussion	15 min.
5	Director Travel Policy	Sanchez	Discussion	15 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	The Personnel Policy Handbook has already been reviewed in whole and ready to submit to the Board for approval. However, it just came back from legal review, and we have a few things to discuss before we move this to the Board for approval. points to review before doing so.	Finalize the handbook and move forward for Board approval in May.
4	The District's Public Records Disclosure Policy and Public Records Request Form is outdated, and a policy revision is needed	Review current form and policy
5	The District's Director Travel Policy needs review for potential revisions	Review current form and policy



Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If special physical, language, or other accommodations are needed for this meeting, please advise the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of the meeting.

Meeting Minutes

Attendance

Committee Members	Present/Absent	Staff	Guests
Peggy Hart			
Linda Lovett			
Angela Plowhead			
Darin Olson			
Brenda Sanchez			

Item #	Minutes	Action/ Vote Count
1		
2		
3		
4		