






**Marion Soil and Water Conservation District (MSWCD)  
Administrative Committee Meeting  
Friday, May 19, 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](mailto:brenda.sanchez@marionswcd.net)

**Agenda DRAFT**

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

Item #	Topic	Presenter	Purpose	Time
1	Elect Chair	Committee	Procedure	5 min.
2	Public Comment	Chair	Feedback	5 min.
3	Review of March 2023, Minutes	Chair	Procedure	5 min.
4	Personnel Policy Handbook (Final Draft) - Review with Legal	Sanchez	Discussion Recommendation	30 min.
5	Salary Administration Plan (SAP) Draft	Sanchez	Discussion	25 min.
6	2023 Performance Reviews and Step Increases for Staff	Sanchez	Discussion	20 min.
	<b>Meeting Adjournment</b>	Chair		

**Agenda Brief**

Item #	Brief	Action
4	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 with legal before we move this to the Board for approval. Items for discussion are in green highlight.	Finalize the handbook and move forward for Board approval in June.
5	The Salary Administration Plan is from 2002. The SAP has been revised and updated. Highlights of	Finalize the SAP and move forward for Board approval in June.



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.

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the changes will be discussed. Items for discussion are in green highlight.

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### 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		