







**Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting
Friday, January 20, 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:** 886 3515 7335 | **Passcode:** 930208
-  **Staff Contact:** Brenda Sanchez, Sanchez.sanchez@marionswcd.net

Agenda

Chair: Call Meeting to Order, Agenda Changes & Approval

| Item # | Topic | Presenter | Purpose | Time |
|--------|---|----------------|----------------------------------|---------|
| 1 | Elect Committee Chair, Committee Structure and Annual Schedule of Meetings; Charter/ Committee Process Sheet | Chair/ Sanchez | Procedure | 10 min |
| 2 | Public Comment | Chair | Feedback | 5 min. |
| 3 | Review of December 2, 2022, Minutes | Chair | Procedure | 5 min. |
| 4 | <ul style="list-style-type: none"> • Organizational Structure, Staffing Plan Job Descriptions (Revisions and Updates) • New Conservation Planner-Soil and Croplands Job Description ready to recruit. | Sanchez | Review Discussion Recommendation | 25 min |
| 5 | Personnel Policy Handbook (Final Draft) -What's Next <ul style="list-style-type: none"> • Telework Agreement • Pay Raise Policy | Sanchez | Discussion Recommendation | 35 min. |
| 6 | Draft Public Records Request Policy | Sanchez | Discussion Recommendation | 10 min. |
| | Meeting Adjournment | Chair | | |

Agenda Brief

| Item # | Brief | Action |
|--------|---|---|
| 4 | Provided is the updated organizational structure chart along with all the District Job descriptions. All job descriptions but the Conservation Planner – Soil | Recommend that the Board approve the updates to existing job descriptions and recommend |



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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|---|---|--|
| | and Croplands positions are approved existing positions with minor updates to language and moved into the new format. The CP-Soil-Cropland position description is for review. | the CP-Soil-Cropland position be posted for hire. |
| 5 | The Personnel Policy Handbook has already been reviewed in whole and ready to submit to the Board for approval. However, there a couple of discussion points to review before doing so. There are some final discussion points regarding the. There is also a revised existing telework agreement for review. | Finalize the handbook and move forward to legal review and Board approval in February. Provide any comments and recommend the telework agreement for approval by the Board |
| 6 | The District's Public Records Request Form is outdated, and a policy revision is needed | Review current form and policy |

Meeting Minutes

Attendance

| Committee Members | Present/Absent | Staff | Guests |
|-------------------|-----------------------|-------|--------|
| Darin Olson | Present | | |
| Peggy Hart | Present | | |
| Angela Plowhead | Present (joined 9:48) | | |
| Brenda Sanchez | Present | | |
| Linda Lovett | Present | | |

Call to Order: Sanchez started meeting at 8:38am.

| Item # | Minutes | Action/ Vote Count |
|--------|--|--|
| 1 | Need to elect new Chair since Hsu is no longer on the Board. Sanchez reviewed Chair's responsibilities, new committee structure and procedure documents, and meeting schedule. Chair election deferred to March so Angela could participate. Olson took over as Chair for this meeting at 8:42. | Will elect new Chair in March. Approved 6 dates and times for 2023 meetings. |
| 2 | Public comments | None |
| 3 | Olson moved to accept minutes; Hart seconded | All in favor |
| 4 | Sanchez reviewed organization chart and job descriptions. Olson thought District Manager and Committees should be at same level on org chart since the DM is under the Board, not the Committees. Hart noted typo in planner job description and wondered why pesticides are not included in list of possible exposures under Job Conditions. Sanchez will add "chemicals" to cover pesticides, herbicides, etc. | Sanchez will revise chart to put Committees to sides, with DM in the middle. Olson made motion to recommend Soil and Croplands Planner job description to Board; Hart seconded. All in favor. |
| 5 | Personnel Policy Handbook: Revised timeframe in Harassment section to say basic grievances should be brought to District Manager within one year; sexual harassment has different legal limits. The attorney will | Sanchez will revise relevant sections and send entire Handbook to attorney for review. |

review the entire handbook for wording. Revised language regarding confidentiality and posting on websites and social media. Discussed restoring sick leave balance for former employees returning within one year; agreed to discuss with attorney what discretion District Manager has to negotiate terms of employee's re-employment. Confirmed that Columbus Day will be replaced with a second floating holiday. Discussed frequency of staff step increases and how to reward exceptional performance. Agreed that employees will get automatic one-step increase every two years if meeting/exceeding performance expectations. Will ask attorney to frame the language in compliance with Oregon Pay Equity law. District will conduct a pay study to understand long-term financial situation. Olson proposed adding language that if an employee does not get an annual review for some reason (e.g., change in District management), it automatically counts as "meets expectations." Sanchez reviewed changes to Telework policy.

Handbook will go to Board for approval in March.

6

Sanchez is revising the Public Records Request form using examples from other organizations, tailoring for our District.

Sanchez will bring the form to the March Admin Committee meeting for review.

Olson adjourned meeting at 10:05
