Marion Soil and Water Conservation District

Administrative Committee September 16, 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.

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| Attendance |
| Committee Members |
| Terry Hsu – Director and Committee Chair |
| Darin Olson - Director |
| Brenda Sanchez – District ManagerLinda Lovett – Financial Administrator |
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1. Hsu Call to Order: 8:30 AM?
2. Agenda Additions or Changes: None
3. Announcements: None

**D. Review of June 24 & August 12, 2022, Minutes**

* Olson moved, Hsu 2nd, to approve the minutes as a presented. Motion Passed 2-0 with 1 abstention (Lovett).



**E. Employee Policy Handbook**

Personnel Policy Handbook Review Projected Schedule

* September - Introduction through Whistleblower Protections
* October - Communication and Software Systems through Benefits
* November - Leaves of Absence to End
* December - Adopt employee handbook.

Review Part 1: Discussion

Sanchez explained that previous DM Boyd had started working with Cascade Employers and OACD to update our Policy Handbook. She presented the new draft (see exhibit).

Discussion regarding the delegation of authority, privacy, fairness, speed of process, and confidentiality.

Recommend sending to Admin committee to, at their discretion, respond directly or go to board to review how the complaint will be address after DM’s response, if unacceptable by staff.

Hsu recommended consulting a lawyer after final language is decided. Olson suggested giving examples of possible redresses available.

Lovett suggested changing the language from “attend orientation”, to “be given an orientation plan.”

Discussion regarding access to the managers personnel file, and Olson suggested having the chair and vice-chair control access on SharePoint. District Manager will be responsible for staff’s information.

Committee Recommends Part 1 to move forward.



**F. Organizational Chart Draft (see Exhibit).**

* Hsu moved to accept the organization as shown, 2nd Olson, passed 3-0.

**G. Admin Committee Work Plan**

Sanchez presented the work plan for the committee thru February (need exhibit).

Discussion regarding COLA’s, reviews/evaluations, bonuses, and raises.

Sanchez will present the salary administration plan when it is completed.

Hsu adjourned the meeting at 9: 40 (if the meeting started at 8:30…there is 1 hour and 7 minutes of audio.

*Prepared by T. Wilson*