







Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting
Friday, July 21, 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:** 861 6125 6285 | **Passcode:** 720019
-  **Staff Contact:** Brenda Sanchez, brenda.sanchez@marionswcd.net


Agenda

Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of May 2023, Minutes	Chair	Procedure	5 min.
3	Salary Administration Plan (SAP) Draft	Sanchez	Discussion	30 min.
4	Marion SWCD Policy Binder Preview	Sanchez	Discussion	30 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	The Salary Administration Plan is from 2002. The SAP has been revised and updated.	Finalize the SAP and move forward for Board approval in August.
4	We have been working on a Policy Binder. The Draft is almost complete. Sanchez will share the binder at the meeting and also begin the discussion on policies for revision.	No action; Discussion.

 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	Present		
Linda Lovett	Absent		
Angela Plowhead - Chair	Present		
Darin Olson	Present		
Brenda Sanchez	Present		

Call to Order: Sanchez started meeting at 8:35

Item #	Minutes	Action/ Vote Count
1	Public Comment	None
2	Sanchez moved to accept May 19, 2023 minutes; Hart seconded	Approved with change of "e.g." in Section 1.5 to "such as" to clarify that the section covered issues not addressed under harassment, whistleblower, or retaliation.
3	<p>Salary Administration Plan – Sanchez explained that the 2002 plan has been updated to match the Personnel Handbook. Hart asked what boundaries pay equity law put around the Board’s ability to promote and set pay raises according to performance. There are many references to staff getting step increases for good performance, but is this contradicted by pay equity law? Sanchez responded that it is allowed as long as it is applied to everyone. The policy must be fair and consistent. Hart noted a sentence on page 11 that said, “employees with outstanding performance ratings may be considered for additional, quality step increases.” Sanchez said this was from the old policy and that the salary table will probably be updated after the Pay Equity Study is completed.</p> <p>Hart asked whether ranges for specialist positions are tied to the person or the position and why technician positions are not Specialists. Sanchez explained that staff promoted to Specialist had taken on extra responsibility. They have reached their maximum promotion potential, but they have new ranges and steps. Plowhead asked about the criteria for being promoted to Specialist: how does one demonstrate competence at the Specialist level? Sanchez agree that there should be a position description explaining the additional responsibilities and skill sets of a Specialist and the range increase. When the pay equity study is done, the District’s attorney will review positions to make sure exempt and non-exempt are classified correctly.</p>	<p>Strike second sentence of p. 11, bullet 2 from 2002 plan.</p> <p>Sanchez will work on a definition of what being a Specialist means.</p>

	Hart moved to send the Salary Administration Plan draft to the Board for approval with adjustments discussed; Olsen seconded.	Approved unanimously
4	Policy Binder preview – Sanchez and Tom Wilson compiled roughly 40 District policies into a binder with Table of Contents, descriptions, hyperlinks, and texts of all policies to make them easy to find, review, and update. The Admin Committee can prioritize policies for updating or eliminating. When the Personnel Handbook is approved, sections of it will replace old policies in the binder (e.g., harassment, promoting internal staff).	Information only. Sanchez will send the binder to the Board, but since policies are already approved, it does not require Board action.
	Additional discussion: Hart asked whether she could contact an acquaintance to be a Board member for one of the District’s open positions. Olsen said Hart was free to do so, but cautioned against discussing it in an official meeting so as not to mix Board business with recruiting members. Sanchez said Hart can invite them to a Board meeting and give them Sanchez’s contact information. There was further discussion of eligibility requirements for Director positions in light of recent changes in State law.	
	Plowhead adjourned meeting at 9:32	
