



Board of Directors Meeting Minutes
 East Multnomah Soil and Water Conservation District
 Monday August 3, 2020, 6:00 – 8:30 PM
 Held via teleconference

(September 9th, 2020)

MINUTES

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair (Arrived at 6:15pm) Rick Till, At-Large 1 Director, Secretary Mike Guebert, Zone 3 Director Gabrielle Rossi, Zone 1 Director, Treasurer (Left meeting at 8:48pm)
Board Members Not attending	Dianna Pope, Director Emeritus
Staff	Andrew Brown, Interim Executive Director & Conservation Legacy Program Supervisor Dan Mitten, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Lindsay Nelson, Office Manager Chelsea White-Brainard, Senior Rural Outreach and Education Specialist Suzanne Easton, Grants Manager Monica McAllister, Community Connections Liaison Matt Shipkey, Land Legacy Program Manager Whitney Baily, Senior Urban Conservationist Lucas Nipp, Senior Rural Conservationist
Guests	Agnes Zach, Non-Profit Professional Now Inc.

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:02	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda • Review previous action items • Approve board meeting minutes 	Information/ Decision	Sanneman	a) 7/6/2020 Board Meeting Minutes ~
Called to order at 6:02pm <ul style="list-style-type: none"> • Brown reviewed previous action items. • A brief discussion was held on removing the discussion on the Associate Director appointment process from the action items list. It was decided by the Board to remove the action item for now. MOTION: Guebert moved to approve the July 6th, Board meeting minutes Till 2nd Motion passed unanimously (4-0, Masterson was not present for the vote)					
2	6:10	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> • There were no comments made by the public at this time. 					

¹ Each member of the public who wishes to speak shall be given approximately 3 minutes.



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DISTRICT BUSINESS					
3	6:10	Executive Director search update	Information	Zach/ Brown	N/A
<ul style="list-style-type: none"> • Zach provided an update on progress with the Executive Director search. She mentioned the following: <ul style="list-style-type: none"> ○ There were a total of 83 applications and out of those applicants, 41 were selected for phone interviews. ○ The Executive Director Search Committee is scheduled to meet tomorrow to finalize the video interview questions and responses and to decide who will be moving forward. • A brief discussion was held on what to say to respective candidates if any Board or Staff were contacted about the process. • Zach provided an estimated timeline for the process moving forward. • Another meeting will be scheduled with the Executive Director Search Committee to finalize the rest of the selection process. 					
4	6:31	Equity update	Discussion	White-Brainard	N/A
<ul style="list-style-type: none"> • White-Brainard provided an update on the Equity Team’s progress and work to date, including the following: <ul style="list-style-type: none"> ○ The timeline of the Equity Plan creation process and provided an explanation as to why it is not completed yet. ○ Changes that have been made internally to the way EMSWCD does certain things such as our culture, outreach, and the lens through which work is viewed and completed. ○ Highlights of Diversity, Equity, and Inclusion (DEI) work being done currently in each program/department. 					
5	6:46	Board education and action regarding diversity, equity and inclusion	Discussion/ Decision	Sanneman	a) Board DEI options memo*
<ul style="list-style-type: none"> • Sanneman provided a recap of the Board discussion that took place at the last Board meeting. • Sanneman presented options to the Board for furthering the Board’s education and action to advance diversity, equity and inclusion. • A discussion was held on possible Board and organizational actions/support moving forward. • Easton suggested reconsidering the idea of hiring someone to take the lead on the equity work so that those on the Equity Team can continue to work on equity and maintain their individual program responsibilities. 					
RURAL LANDS					
6	7:22	StreamCare watersheds prioritization	Information	Nipp/ DiLeone	a) StreamCare Next Steps~
<ul style="list-style-type: none"> • Nipp presented on the StreamCare program and the prioritization process undertaken to identify additional watersheds to include into StreamCare in FY20-21. 					
-	7:39	- Short Break -			
FINANCE & OPERATIONS					
7	7:45	FY19-20 Auditor engagement	Information/ Decision	Mitten	a) FY19-20 Auditor Engagement Letter~
<ul style="list-style-type: none"> • Mitten presented the FY19-20 Auditor Engagement Letter and provided details of the audit process. 					
<p>MOTION: Guebert moved to approve the engagement as described in the FY19-20 Auditor Engagement Letter Masterson 2nd Motion passed unanimously (5-0)</p>					



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8	7:47	Policy Revision: Salaries and Wages	Information/ Decision	Mitten	a) Policy 1.1.3 Salaries and Wages draft revision~
<ul style="list-style-type: none"> Mitten presented a revised version of Policy 1.1.3 Salaries and Wages. The revisions included the updated salary scales for FY20-21 to reflect the inflation related cost of living adjustment of 2.45%. <p>MOTION: Guebert moved to adopt Policy 1.1.3 to reflect the updated cost of living table Masterson 2nd Motion passed unanimously (5-0)</p> <p>Masterson suggested removing Section 5.0 of the Policy, One-time Salary Bumps.</p> <p>MOTION: Masterson moved to remove Section 5.0 of the Policy; Onetime Salary Bumps from the personnel policy temporarily until the Personnel Committee is able to address the confusion in the current language of the policy Guebert 2nd A further discussion was held and Till reminded the Board that the Personnel Committee put a hold on this decision because it would close the door behind folks that had the benefit of it and without providing a clear path forward. Masterson withdrew her motion; however, requested that this topic be placed on the agenda at the next Personnel Committee meeting.</p>					
9	7:58	Monthly Financial report	Information	Mitten	a) June 2020 Financial Report~
<ul style="list-style-type: none"> Mitten presented the financials for June 2020. 					
BOARD SPECIFIC BUSINESS					
10	8:02	SWCD Board eligibility criteria survey	Discussion/ Decision	Sanneman/ Brown	a) Summary of Board survey results* b) Board eligibility white paper~
<ul style="list-style-type: none"> There was a discussion on the director’s individual responses to the SWCD director eligibility criteria survey. <ul style="list-style-type: none"> There was a brief discussion on how the organization should proceed with a response; submit as a whole or the Board Directors submit individual responses. Options for responding the survey process in addition to the actual survey responses was discussed, including writing a letter to accompany the survey responses. Brown reminded the Board that the deadline to submit the survey is August 20th and suggested that a letter be ready by then. <ul style="list-style-type: none"> Sanneman offered to help create a letter; however, stressed the tight timeframe. A brief discussion was held on outreach for obtaining support for the district’s position. <p>MOTION: Till moved to delegate authority to Sanneman to craft a letter to the ODA Committee on the SWCD election criteria conveying EMSWCD’s support for removing barriers to elected office, equitable access to public office, representation across the District, and any necessary support from partner entities Masterson 2nd Till amended the motion to address the letter to the Soil & Water Conservation Commission Working Group, as Brown suggested Motion passed unanimously (4-0, Rossi was not present for the vote)</p>					
CONSERVATION LEGACY					
11	8:31	Land Legacy Program: Addressing farmland access for historically socially disadvantaged farmers	Discussion/ Decision	Brown/ Shipkey	a) Addressing Farmland Access Inequities through the Land Legacy Program – Proposal*

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



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- Shipkey presented a policy proposal, recognizing the current demographic pattern of farmland ownership in the District is a product of past racist policies and the oppression and disenfranchisement of people of color, and to include addressing access to farmland by historically socially disadvantaged groups as an explicit objective of EMSWCD’s Land Legacy Program.
- Shipkey shared Natural Resource Conservation Service’s (NRCS) definition of historically socially disadvantaged farmer.”

MOTION: Till moved to adopt the recommended revision to the Land Legacy Program goals and objectives

Masterson 2nd

Motion passed unanimously (5-0)

12	8:48	Land Legacy Program: <ul style="list-style-type: none"> • Executive Session under ORS 192.660(2)(e) held for discussion of real estate negotiations. • Decisions related to matters discussed in Executive Session (if needed). 	Discussion/ Decision	Shipkey/ Brown	<i>(Executive Session materials to be circulated separately)</i>
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- Rossi recused herself from this discussion due to a potential conflict of interest.

Executive session entered at 8:48pm

Executive session ended at 8:59pm

MOTION: Guebert moved to approve the staff’s recommendation to proceed with the property transaction as described in

Executive Session

Masterson 2nd

Motion passed unanimously (4-0, Rossi recused)

CLOSING ITEMS

13	9:01	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Sanneman	N/A
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- Brown announced that the District has fulfilled its obligations in terms of noticing for the election.
- Brown reminded the Board that the deadline for submitting the election materials for directors is August 25th.
- Nelson asked if the Board was going to schedule a Personnel Committee meeting for the month of August. Masterson suggested doing so after the Board meeting was over.

Meeting adjourned at 9:03pm



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No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	4/6/2020	Follow up to ensure EMSWCD's documented responses meet the requirements of the state mandates regarding COVID-19.	Brown	ASAP	Work in Progress
2	4/6/2020	Incorporate the suggestions as discussed and get a revised SCI guidelines document to Suzanne.	Sanneman	ASAP	Pending
3	4/6/2020	Seek counsel review of the SCI guidelines and circulate a final version of the guidelines to the Board.	Brown/Easton	ASAP	Pending
4	5/4/2020	Send feedback to Brown on the Organizational Values draft document.	Board	ASAP	Pending
5	6/1/2020	Share Sanneman's input on the organizational values and bring back to the Board the staff's responses and recommendations.	Brown	ASAP	Pending
7	8/3/2020	Email the Board a detailed document on the DEI work done within each program/department.	White-Brainard	ASAP	Completed
8	8/3/2020	Submit SWCD director eligibility criteria survey responses to Brown, if not already done so.	Board	ASAP	Completed
9	8/3/2020	Create a letter to accompany the survey responses and send to Brown.	Sanneman	ASAP	Completed
10	8/3/2020	Collate and submit the Board's survey responses and accompanying letter to OACD.	Brown	ASAP	Completed

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Gabrielle Rossi	Director - Zone 1	Treasurer	X	X			
Laura Masterson	Director - Zone 2	Vice-Chair	X	X	Chair		
Mike Guebert	Director - Zone 3		X	X	X	X	
Rick Till	Director - At-Large 1	Secretary	X	Chair	X	X	X
Carrie Sanneman	Director - At-Large 2	Chair	X			X	
Dianna Pope	Director - Emeritus		X				
Upcoming Schedule							
FY20-21	2020	July	6	27	15		
		August	3				
		September	16	28		24	
		October	5		TBD		
		November	2	30			
		December	7				
	2021	January	4	25	TBD	TBD	
		February	1				TBD
		March	1	1	29		
		April	5	5		TBD	
	May	3	3	24			
	June	7					



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EMSWCD prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, because all or part of an individual's income is derived from any public assistance program, or based on any other group or affiliation. EMSWCD will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to any person. Any employee who behaves in such a manner while conducting EMSWCD's business will be subject to disciplinary action including possible termination. EMSWCD is an equal opportunity provider and employer.

The EMSWCD office is ADA accessible, and served by bus lines #44, #72 and #6. Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event, is preferred.