



**Board of Directors Special Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Monday May 18, 2020, 6:30 – 7:30 PM  
 Held via teleconference

(May 26, 2020)

**MINUTES**

<b>Attendees</b>	
<b>Board Directors</b>	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Co-Chair Rick Till, At-Large 1 Director, Secretary Gabrielle Rossi, Zone 1 Director, Treasurer (left at 7:01pm and rejoined at 7:31pm)
<b>Board Members Not attending</b>	Mike Guebert, Zone 3 Director Dianna Pope, Director Emeritus
<b>Staff</b>	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 Suzanne Easton, Grants Manager Chelsea White-Brainard, Senior Rural Outreach and Education Specialist Jeremy Baker, Senior Rural Conservationist
<b>Guests</b>	Agnes Zach, Non-Profit Professionals Now Kim Galland, NRCS

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:37	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review/revise agenda</li> </ul>	Information	Sanneman	N/A
<b>Called to order at 6:04pm</b>					
2	6:39	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
<ul style="list-style-type: none"> <li>• There were no comments made by the public at this time.</li> </ul>					
<b>DISTRICT BUSINESS</b>					
3	6:39	<b>Executive Director Search</b> <ul style="list-style-type: none"> <li>• Discussion on Executive Director recruitment process and criteria.</li> <li>• Opportunity for public comment</li> <li>• Approval of Executive Director Search process</li> </ul>	Discussion/ <b>Decision</b>	Sanneman/ Zach	a) ED Job Description* b) ED Search Announcement/ Advertising* c) ED Search Process and Criteria*

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

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



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- Zach reviewed the Executive Director job description, job announcement advertisement, and the search process and criteria with the Board.
- Brown mentioned that there is a requirement in the public meetings legislation that the public is given the opportunity to discuss the Executive Director recruitment process and criteria for the appointment.
- No members of the public were present to provide comment on the Executive Director recruitment.
- A discussion was held on the language of the drafted documents.
  - The Board suggested several modifications to each document.
- Zach provided an explanation on how the advertising language document will be utilized.
- A discussion was held on expanding the Executive Director Search Committee to include the entire Management Team rather than just 2 members.
- Masterson asked about the hiring decision and clarified that the final decision is going to be up to the Board.
- Brown suggested delegating a Board member to take a final look at the revised documents prior to sending it out to the public. Masterson volunteered to take on that task, and the Board agreed.

**MOTION: Till moved to approve the job description, search announcement language, and search process subject to the changes discussed here and to be reviewed and finalized by Masterson**

**Masterson 2<sup>nd</sup>**

**Motion passed unanimously**

- Zach provided a brief timeline for next steps including scheduling of Search Committee meetings.
- Sanneman asked if the finalized documents will be circulated to the Board and Staff to send to individual contacts and Zach

**CLOSING ITEMS**

4	7:34	<ul style="list-style-type: none"> <li>• <b>Announcements and reminders</b></li> <li>• <b>Action items</b></li> <li>• <b>Adjourn meeting</b></li> </ul>	Information	Sanneman	N/A
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**Meeting adjourned at 7:35pm**

**ACTION ITEMS**

No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	5/18/2020	Zach and Brown to make changes to the ED recruitment documents, and forward to Masterson for review.	Zach/ Brown	ASAP	Pending



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**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	X		
Mike Guebert	Director - Zone 3		X	X	X	X	
Rick Till	Director - At-Large 1	Secretary	X	X	X	X	X
Carrie Sanneman	Director - At-Large 2	Chair	X	X		X	
Dianna Pope	Director - Emeritus		X				
Upcoming Schedule							
<b>FY19-20</b>	2019	<b>July</b>	8				
		<b>August</b>	5		5		
		<b>September</b>	9		30		
		<b>October</b>	7				
		<b>November</b>	4		25		
		<b>December</b>	2				
	2020	<b>January</b>	6		27		
		<b>February</b>	3				26 & 27
		<b>March</b>	2	2	30		
		<b>April</b>	6	6			
		<b>May</b>	4 & 18	4	18	11 & 15	
		<b>June</b>	1				

**Internal EMSWCD Teams**

- **Equity Team**: Chelsea White-Brainard (lead), Suzanne Easton, Lindsay Nelson, Monica McAllister, Brandi Boersma, Kathy Shearin, Laura Masterson
- **Climate Change Team**: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele, Jeremy Baker
- **CLIP Team**: Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- **Safety Committee**: Scot Wood (lead), Jon Wagner, Brandi Boersma, Matt Shipkey, Dan Mitten

**EMSWCD Representation on External Committees**

- 4-County Cooperative Weed Management Area - Lucas Nipp; Chelsea White-Brainard
- Beaver Creek Conservation Partnership – Kathy Shearin; Lucas Nipp
- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Lucas Nipp (Co-Chair)
- Columbia Slough Watershed Council - Kathy Shearin (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Equity Grantmakers Network – Suzanne Easton
- Johnson Creek Watershed Council – Andrew Brown
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Association of Nurseries, Mt. Hood Chapter – Aaron Guffey (Treasurer)
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon State University Solve Pest Problems Advisory Committee - Kathy Shearin (Steering Committee); Julie DiLeone
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- Sandy River Ag Water Quality Local Advisory Committee – Dianna Pope when possible
- Sandy River Basin Partners – Julie DiLeone (Chair)
- Sandy River Basin Watershed Council – Dianna Pope when possible
- Western Invasives Network Steering Committee – Lucas Nipp



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