



Board of Directors Meeting Minutes
 East Multnomah Soil and Water Conservation District
 Monday October 5, 2020, 6:00 – 8:30 PM
 Held via teleconference

(October 25, 2020)

MINUTES

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair Rick Till, At-Large 1 Director, Secretary Mike Guebert, Zone 3 Director
Board Members Not attending	Dianna Pope, Director Emeritus Gabrielle Rossi, Zone 1 Director, Treasurer
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 Katie Meckes, Urban Outreach & Education Specialist Brandi Boersma, Interim Urban Outreach & Education Specialist
Guests	Agnes Zach, Non-Profit Professional Now Inc. (arrived at 7:06pm)

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:01	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) 9/16/2020 Board Meeting Minutes ~ b) 9/9/2020 Special Board Meeting Minutes c) 9/21/2020 Special Board Meeting Minutes d) 9/23/2020 Special Board Meeting Minutes e) 9/25/2020 Special Board Meeting Minutes

Called to order at 6:01pm

- Brown requested to touch base with the Board members serving on the Personnel Committee, to discuss possible dates for a Personnel Committee meeting or two for later this month or in November.
- Brown reviewed previous action items.

MOTION: Guebert moved to approve the September 16th, Board meeting minutes

Till 2nd

Motion passed unanimously

MOTION: Guebert moved to approve the Special Board meeting minutes listed in above

Till 2nd

Motion passed unanimously



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2	6:09	Approval of Executive Director Search Committee meeting minutes	Decision	Sanneman	a) 6/29/2020 ED Search Comm. Meeting Minutes b) 7/8/2020 ED Search Comm. Meeting Minutes c) 7/16/2020 ED Search Comm. Meeting Minutes d) 7/29/2020 ED Search Comm. Meeting Minutes e) 8/4/2020 ED Search Comm. Meeting Minutes f) 8/5/2020 ED Search Comm. Meeting Minutes g) 8/6/2020 ED Search Comm. Meeting Minutes h) 8/7/2020 ED Search Comm. Meeting Minutes i) 8/10/2020 ED Search Comm. Meeting Minutes j) 8/11/2020 ED Search Comm. Meeting Minutes k) 8/13/2020 ED Search Comm. Meeting Minutes l) 8/14/2020 ED Search Comm. Meeting Minutes m) 8/19/2020 ED Search Comm. Meeting Minutes
MOTION: Guebert moved to approve the Executive Director Search Committee meeting minutes listed above Till 2nd Motion passed unanimously					
3	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. 					
DISTRICT BUSINESS					
4	6:10	Equity update	Discussion	White-Brainard	N/A
<ul style="list-style-type: none"> • White-Brainard provided an update in the Equity Team’s progress and work to date, including the following: <ul style="list-style-type: none"> ○ A brief overview of the OACD Advocacy training she attended ○ An introduction to a pilot equity planning work that Easton will be doing and incorporating into the Grants Program, which could serve as a model for other programs. ○ An update on progress with the development of the Equity Action Plan 					

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



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5	6:17	COVID Related Leave Time	Information/ Decision	Brown	a) COVID related leave time options*
<ul style="list-style-type: none"> Brown reviewed the current FFCRA Act leave policy and provided an update on how much time has been used thus far, and the associated costs to the District. Brown presented three options for the potential continuation of COVID related leave time allowances because of the continued pandemic, with the staff recommendation of option #3. A discussion was held on the presented options and more specifically on adding more time and extending the expiration date. Till also expressed his concerns with accountability measures. <p>MOTION: Guebert moved to approve an increase to the cap of paid COVID related leave by eight weeks, effective immediately, and to extend the timeline for use of that leave to June 30th, 2021 and to request from the management team a reporting mechanism to come back to us to let us know how they want to report on decreases in productivity related to COVID. Till 2nd Motion passed unanimously</p>					
6	7:00	Monthly Financial report	Information	Mitten	a) August 2020 Financial Report~
<ul style="list-style-type: none"> Mitten presented the financials for August 2020. 					
-	7:03	- Short Break -			
7	7:10	Executive Director Search: <ul style="list-style-type: none"> Executive Session under ORS 192.660(7)(d) held for the employment of public officers. Decisions related to matters discussed in Executive Session (if needed). 	Discussion/ Decision	Masterson/ Zach	<i>(Executive Session materials to be circulated separately)</i>
<p>Executive session entered at 7:10pm Executive session ended at 8:09pm</p> <p>MOTION: Till moved to approve to delegate to Sanneman with Guebert as backup, to develop an employment agreement with the candidate and benefits as discussed in executive session with a salary of \$135,000 Guebert 2nd Motion passed unanimously</p>					
8	8:17	Staff reclassification process	Information/ Decision	Brown	a) Staff reclassification process options*
<ul style="list-style-type: none"> Brown presented options for the approval of staff salary grade reclassifications for 2020, for the Board's consideration and decision. The staff recommendation is for option #2, reverting to current policy with the reclassification decisions debated amongst the management team and approved by the Executive Director. <p>MOTION: Guebert moved to approve proceeding with the staff reclassification, as described in the staff recommended option two of the memo in the board packet Till 2nd Motion passed unanimously</p>					



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CLOSING ITEMS					
9	8:23	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Sanneman	N/A
<ul style="list-style-type: none"> • Brown revisited potential dates for the Personnel Committee to meet, to follow up from the last meeting and to do the performance reviews for the Management Team. <p>Meeting adjourned at 8:28pm</p>					

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
6	9/16/2020	Include a discussion about taking forward a strategy around the Board eligibility requirements at a subsequent meeting.	Sanneman	ASAP	Pending
7	10/5/2020	Send Sanneman a copy of Jay Udelhoven's offer letter.	Brown	ASAP	Complete



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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	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		
		October	5				12
		November	2		30	TBD	
		December	7				
	2021	January	4		25		TBD
		February	1			TBD	TBD
		March	1	1	29		
		April	5	5			
May		3	3	24	TBD		
	June	7					

Internal EMSWCD Teams

- **Equity Team**: Chelsea White-Brainard (lead), Lindsay Nelson, Monica McAllister, Brandi Boersma, Matt Shipkey, 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

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



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