



7/19/2021

**East Multnomah Soil and Water Conservation District
Board of Directors Meeting Minutes**

Monday, July 12, 2021

6:04pm- Call to Order

Mike Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:04pm on Monday, July 12, 2021, via teleconference.

6:04pm- Introductions, Review/revise agenda, Review previous action items

Guebert conducted introductions for the record. The following persons were present:

Board of Directors: Laura Masterson (Zone 2 Director, Secretary), Mike Guebert (Zone 3 Director, Chair), Jasmine Zimmer-Stucky (At-Large 2 Director, Vice-Chair), Joe Rossi (Zone 1 Director) arrived at 6:21 pm, Jim Carlson (At-Large 1 Director, Treasurer)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Andrew Brown (Conservation Legacy Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Lindsay Nelson (Office Manager), Chelsea White-Brainard (Senior Rural Outreach and Education Specialist), Monica McAllister (Community Connection Liaison)

Guests: Eric Nusbaum, Oregon Department Agriculture (ODA), Ted Labbe, Urban Greenspace, Dr. Mira Mohsini, Coalition of Communities of Color (CCC), Dr. Andres Lopez, Coalition of Communities of Color (CCC), Khanya Msibi M.S., Coalition of Communities of Color (CCC)

Guebert presented previous action items.

- Hamilton to send the Executive Director's 6-month work plan presentation to the Board (Completed).
- Shearin to send Guebert the Urban Lands electronic contract amendment for signature (Completed)

6:06pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve the June 7, 2021, Board meeting minutes Masterson 2nd

Motion passed unanimously (4-0, Rossi was not present for the vote)

6:07pm- Time reserved for public comment

There were no comments made by the public at this time.

6:07pm- Deepish Dive: Review of Board responsibilities/relationship to SWCD's and ODA

Nusbaum briefly introduced himself and shared his background.

Nusbaum presented part one of Board Member Training. His presentation covered the following:

- An introduction and definition of a Special District and a Soil & Water Conservation District
- Statutes and rules
- Board of Director's responsibilities (fiduciary, oversight, long range planning, and representing interests of constituents)
- Organizational charts for the Oregon Department of Agriculture (ODA) the Natural Resource



7/19/2021

- Program Area, and the Soil & Water Conservation Districts and pointed out key points of contacts
- An abbreviated explanation of services the Soil & Water Conservation Districts and the Water Quality Program provide

Zimmer-Stucky asked where the Oregon Association of Conservation Districts (OACD) fit in the organizational charts presented. Nusbaum responded and said that OACD does not fit into these charts. They are SWCD's advocacy group and offer trainings and conferences from time to time.

Nusbaum invited the Board to contact him if they had any further questions or needed further support.

6:37pm- Executive Director Update: review of return-to-workplace plan for EMSWCD Staff

Hamilton presented the return-to-workplace plan for EMSWCD Staff. She mentioned the following key points:

- Effective September 7, 2021, all staff will be transitioning back to work in the EMSWCD offices two days per week, with the balance of shifts to generally be conducted remotely
- Staff will receive a schedule for in-office work that will minimize the number of people present at one time during regular day-to-day operations
- Details of this schedule will be released later this summer
- In addition to set schedules, there may be additional in-office requirements for things like all-staff meetings, team meetings, and other critical functions
- Reasonable accommodations for those with bona fide a disability (medical condition) for whom returning to the office poses unacceptable risks...someone acting on the advice of their healthcare provider
- All EMSWCD employees will be required to be fully vaccinated as a condition of employment
- Masks and social distancing will not be required for fully vaccinated staff in the EMSWCD facilities. However, employees are welcome to continue wearing a mask and socially distance if they wish and will not be retaliated against in any way for doing so
- We will be organizing a "clean up day" for all of us to come to the offices to gear up for our return to the office, see each other, and have a meal together

A discussion was held on when the Board would return to the office for meetings. The Board decided that the first in-person Board of Directors meeting would take place on October 4th at the District office. For safety purposes, food will not be provided. The Board also decided that it will also be required for Board members to be fully vaccinated and that he or she will need to provide Mitten with proof of vaccination in order to attend board meetings in-person.

7:01pm – Review and approval of FY21-22 Annual Work Plan

Hamilton provided a brief overview of the FY21-22 Annual Work Plan. She then asked the Board for feedback. The following input was provided by the Board:

- Clarity needed on pg.5 where it talked about Hamilton's hiring. It states that "Nancy was appointed," which makes it sound like she was pre-selected-Guebert
- Clarity needed on pg.9 regarding the strategic planning. It states, "in this coming fiscal year." To him, it sounds like this fiscal year-Guebert
- Found a typo on the cover page-Hamilton
- On pg. 16, it lists Zimmer-Stucky as Chair and Masterson as the Vice Chair- Zimmer-Stucky



- There are Chairs or Vice Chairs listed for the Budget and Personnel Committees but there isn't one for LLC- Zimmer-Stucky
- Clarification needed for the Annual Activities and Deliverables. It is broken down in Q one, Q two, Q three, Q four. Do those line with the calendar cycle or the Fiscal Year cycle? -Zimmer-Stucky
 - Brown explained that they are aligned with the Fiscal Year Cycle and that it is referenced earlier in the document; however, he will make it clearer in the plan.

MOTION: Carlson moved to approve the FY21-22 Annual Work Plan as presented by staff and with the changes requested by the Board

Zimmer-Stucky 2nd

Motion passed unanimously (5-0, Rossi was present for the vote)

7:09pm- Analysis of 2020 CELs Survey Data & Recommendations

White-Brainard gave a brief overview of the CEL's Survey process and then introduced the Coalition of Communities of Color (CCC) team that was present.

Dr. Mohsini, Dr. Lopez, and Msibi introduced themselves and then presented the survey results and provided recommendations for the District moving forward. They shared the following:

- The majority of participants requested more information on EMSWCD projects, strategic directions, as well as information on their environment
- Among those who knew about EMSWCD learned about the organization through word of mouth from friends, family, and other community members
- Participants requested more access to natural areas, parks, and community gardens (especially for low-income families)
- Participants requested the following accommodations: translation of services/materials & addressing COVID-19 concerns
- Continuing to build trust with Ethnic and Linguistic communities through community- based organizations are paramount in order to increase engagement
- Programs tailored to those living in apartments; Track participants' living situation and consider how programs are relevant to them
- Keep survey areas consistent to compare multiple survey years (e.g., region 1, 2, and 3)
- Better translated qualitative questions and opportunities of language-specific town halls/focus groups
- Language should not be used as a proxy for race/ethnicity; Use REaL-D & include age

7:42 pm- SPA agreement review and approval

Brown provided a high-level overview of the SPA agreements.

Brown and Guebert explained the funding approval process for each fiscal year.

MOTION: Zimmer-Stucky moved to approve the annual funding for this fiscal year and authorize the Executive Director to execute as needed

Carlson 2nd

Motion passed unanimously (5-0, Rossi was present for the vote)

7:53 pm- Monthly Financial Report

Mitten presented the May 2021 Financial Report.



7/19/2021

8:02pm- Closing items: announcements, reminders and action items

Hamilton shared the most recent Staff Meeting Comic created by Wagner.

Rossi expressed his interest in further discussing the idea of adding a Chief of Staff position to the District to help support the Executive Director's capacity to interact with the public more.

Nelson read new action items:

- Send the staff meeting comics to the Board (Hamilton).
- Ensure all suggested edits/corrections are made to the Annual Report before submitting to the ODA

8:08pm- Adjournment

Guebert adjourned the meeting at 8:08pm