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

Monday, September 13th, 2021

6:03pm- Call to Order

Mike Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:00pm on Monday, September 13th, 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), Jim Carlson (At-Large 1 Director, Treasurer) Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Andrew Brown (Conservation Legacy Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Lindsay Nelson (Office Manager), Monica McAllister (Community Connection Liaison & Equity Team coordinator), Matt Shipkey (Land Legacy Program Manager), Suzanne Easton (Grants Program Manager)

Guests: Eric Nusbaum, Oregon Department Agriculture (ODA), Veronica Banuelos, Katharine Quince – Banuelos Consulting, Al Hrynyshyn, Upper Willamette Soil & Water Conservation District (UWSWCD)

Guebert made two additions to the agenda:

Discussion of date for annual meeting; review of proposed letter to DEQ re: carbon sequestration. Noted this would be items #8 & #9 on the agenda following already scheduled items. All agreed.

Guebert noted that “budget committee meeting minutes” should be removed from agenda. All agreed.

Guebert presented previous action items.

- Send information to the Board on the next all staff training with the YWCA (McAllister) **Completed**
- Send a copy of the statement read by McAllister during the Equity Update (McAllister) **Completed**

6:04pm- Approval of minutes

MOTION: Carlson moved to approve the August 2nd, 2021, Board meeting minutes

Rossi 2nd

Motion passed unanimously

6:04pm- Time reserved for public comment

Hrynyshyn offered brief comments as our representative on the Soil & Water Conservation Commission: update on House Bill 2032 – monies appropriated but no details yet but will be looking for help from SWCD’s and landowners. Focus this year will be the Willamette Valley. Three new positions being hired. Funding assistance from ODF and others. OWEB: there is some technical assistance money available and applications are due some time in October. DEQ will be doing mercury content analysis – again, will likely be reaching out to SWCD’s for help.



As UWSCD board member, noted that they just passed tax base in November. Hiring. New office space in West Eugene.

6:10pm- Deepish Dive – Part 3: Review of Government Ethics and Responsibilities under Public Record

Law

Nusbaum's presentation covered the following:

Government Ethics:

- Encouraged board members to review thoroughly the Ethics guide for public officials – this is the responsibility of each board member to know, not ODA, the District or the Ethics Commission.
- Briefly reviewed the basic responsibilities of each board member to know what/when they can take various actions – restrictions on board members and their relatives. Usage of equipment, contracts let for relatives or self, future employment, etc.
- As an ASWCD, we do not need to fill out the annual economic interest form (ORS 244.040(1)).
- Cannot use vote or decisions for personal gain
- Conflicts of interest – potential, actual, exceptions and role of ethics commission and need to disclose at public board meetings.
 - Guebert asked about perceived rather than actual conflict and what the protocols are. Nusbaum said best practice is to declare it if there's any question at all.

Public records law:

- Oregon is a Sunshine State, meaning anyone has the right to inspect almost any public record, even if it seems irrelevant or frivolous to the board.
 - Emails, texts, voice mails, personal notes (sticky notes, notes in margins of formal docs, etc.,) are ALL subject to public records law with some exemptions. . Some of these items you are required to hold on to for just a short period of time, others for a longer period. Your responsibility to know which is which.
 - Guebert asked about how computers are handled when district emails are forwarded to a personal email account. You can print/screenshot, copy those documents & communications related to your work as a director.
 - Masterson noted that the most important thing to remember from this information is that if we are acting with integrity, requests for anything we may have will be a non-issue.

6:45pm- Personnel Committee Update

Guebert led discussion about redesign of performance evaluations for EMSWCD staff, beginning with Hamilton with a focus on being more concise and simple while continuing to focus on providing information that helps everyone be better employees and learn where they can improve and/or can receive training.

- Categories for input and feedback relate directly to job descriptions.
- For ED, would include outreach survey to get feedback from staff and board. Could consider incorporating a version of this in other evaluations as well.
- Shearin asked that the self-evaluation not be removed because it creates a good opportunity for self-reflection. All agreed.
- All agreed to have Jill Critchfield with Pacific HR make final revisions based on discussion and put the survey together working with Guebert. Goal is to have the survey out by Mid-October.



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- Hamilton review would be planned for mid-November (ish) during an executive session, roughly concurrent with one-year anniversary.

7:01pm – Executive Director Update:

Hamilton provided a couple of updates. She mentioned the following:

- Employee COVID leave ended on August 31, 2021. Staff are all expected to be back to fulltime work.
- Delta variant continues to delay a return to the office
- HR policy revisions are underway with Critchfield and a full presentation of new policy language is planned for December 2021 Personnel Committee.
- Informed the board that Lindsay Nelson would be taking a one-month leave of absence from EMSWCD.
- Competitive salary analysis – with gender and race focus – is underway with Compensation Connections. They will present findings and recommendations at October Personnel Committee meeting.
- Asked board about possibly scheduling tours of program & project sites for board members to attend, voluntarily, as an additional vehicle for learning about what EMSWCD does while our in-person capacity continues to be constrained from COVID otherwise. Hamilton offered examples and noted she would share a one-pager with the board of ideas staff had come up with. Board agreed this was a good idea and would review the one-pager.
- Noted that a placeholder for Strategic Planning updates and discussions will be added to future board agendas, as needed.

7:20pm- Equity update-RFP for facilitation of equity-related work with Board of Directors

McAllister provided an update on progress with EMSWCD's equity initiatives.

- **Two members of Equity Team are participating on the Equity Action Plan Subcommittee Meeting** with Chris and Jamila helping facilitate work sessions. This subcommittee is focused on prioritizing which action items happen this year vs being part of strategic planning.
- **ET members are serving on all three hiring committees.**
- **ET held its August and September meetings, in addition to the ET/MT 1x1 meetings.**
- **YWCA Facilitated Conversation/ Training**
 - Topic: Understanding Sexuality Part 1- Monday, September 20th 1PM to 3PM. Matt sent a calendar invite with resources and a meeting link.
 - Topic: Understanding Sexuality Part 2- Tuesday, November 9th 12PM to 2PM. We will send a calendar invite with resources and a meeting link.
- **OLJP Learning Journey**
 - Sept 30th is an open gathering that all COLT members, staff and board can attend. Oct 28th is for cohort members only.
- **Introduced Veronica Bañuelos and Katharine Quince**, who will be working with board members directly in order provide a more tailored learning experience and assist the Equity Team to identify and facilitate opportunities for the Board to:
 - Learn how the Equity work that EMSWCD is doing (and what that work has been, to date) both aligns with and advances the mission of EMSWCD.
 - Have a clear understanding of the role of the Equity Team and its structure within EMSWCD, including how it interfaces with the Board.



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- Promote alignment and understanding, break down barriers and build relationships between the Board and Staff on Equity work.
- Bañuelos & Quince introduced themselves and asked each board member: “What do you know about equity? What do you want to know?”
 - Each board member offered initial thoughts and answers. Guebert asked what next steps will be after 1x1 sessions. A) will help inform what work we begin with and how we approach group learning, 1x1’s, and possibly buddy system activities.

7:40 pm- Monthly Financial Report

Mitten presented the July 2021 Financial Report. Noted it was last report from the last fiscal year. Everything is stable. Balance sheet is good. Audit is getting underway now.

7:45pm- additional agenda item (#8) – Annual Meeting

Mitten noted that the board must approve the date for the Annual Meeting of the Board, per resolution 2021-09-01.

MOTION: Zimmer-Stucky moved that the Annual Meeting be held on December 6, 2021 @ 6 pm, in compliance with resolution 2021-09-01. Carlson 2nd. Passed 5-0.

7:48pm- additional agenda item (#9) –Letter to DEQ requesting funding for funding for sequestration

Hamilton provided overview of DEQ Climate Protection Program (CPP), noting that the program will generate significant income for DEQ to invest in programs & projects that help Oregon meet its climate goals. OACD has noted that it lacks funding for soil and tree sequestration programs, which are important to SWCD’s. Proposed letter from the board of directors to DEQ asking that funding for sequestration efforts be added to the CPP program.

MOTION: Carlson moved that the board send a letter requesting funding for sequestration efforts as part of CPP to DEQ; Zimmer-Stucky 2nd. Passed 5-0.

7:55pm- Closing items: announcements, reminders and action items

Nelson read new action items:

- Send information to the Board on the 2ND all-staff training with the YWCA (McAllister)
- Send Tour memo to board members (Hamilton)
- Send Performance Evaluation form to board members with agreed upon revisions (Guebert)
- Double check EMSWCD retention and public records policies to confirm they are in compliance with information noted by Nusbaum (Hamilton/Mitten)
- Begin list of future Deepish Dives for future board meetings (Hamilton)

7:57pm- Adjournment

Guebert adjourned the meeting at 7:57pm