



Personnel Committee Meeting Agenda

East Multnomah Soil and Water Conservation District

(December 13, 2021)

Monday, December 20, 2021, 5:00 – 6:30 PM

To be held via teleconference (US Toll Free): 1 877 309 2073 **Access Code:** 458-561-837 OR

log in on your computer, tablet or smartphone at <https://global.gotomeeting.com/join/458561837>

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	5:00 5 min	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda • Review and Approve October 2021 Minutes 	Information/ Decision	Masterson	a) October 18, 2021 Meeting Minutes
2	5:05 15 min	Update: <ul style="list-style-type: none"> • Recent recruitments • HR Policy Handbook • Juneteenth Holiday 	Information	Hamilton	N/A
3	5:20 70 min	Presentation of updated findings – Wage Analysis	Information/ Discussion	Drohman/Marek/ Hamilton/Mitten Committee	a) Wage Analysis Findings, to date (to be sent separately)
CLOSING ITEMS					
4	6:30	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Masterson	N/A

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Joe Rossi	Director - Zone 1		X	X		X	
Laura Masterson	Director - Zone 2	Secretary	X	X	X		
Mike Guebert	Director - Zone 3	Chair	X	X	X		
Jim Carlson	Director - At-Large 1	Treasurer	X	X		X	
Jasmine Zimmer-Stucky	Director - At-Large 2	Vice Chair	X	X	X	X	
Upcoming Schedule							
FY21-22	2021	July	12	26			
		August	2		16		
		September	13	27			
		October	4		18		
		November	1	29			
		December	6		20		
	2022	January	10	31			
		February	7		21		
		March	7	28			
		April	4	4	18		
		May	2	23			
		June	6		20		

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



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East Multnomah Soil and Water Conservation District ***EMSWCD PERSONNEL COMMITTEE MEETING MINUTES***

Monday, October 18, 2021

5:06pm- Call to Order

Masterson called to order the EMSWCD Personnel Committee meeting at 5:06 pm on Monday, October 18, 2021, via teleconference.

5:06pm- Introductions, Review/revise agenda, review previous action items

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

Board members: Laura Masterson (Zone 2 Director, Committee Chair), Mike Guebert (Zone 3 Director), Jasmine Zimmer-Stucky (At-Large 2 Director),

Staff present: Nancy Hamilton (Executive Director), Andrew Brown (Conservation Legacy Program Supervisor), Monica McAllister (Community Connection Liaison)

Guests: Shannon Drohman (Compensation Connections), Kathy Marek (Compensation Connections)

5:07pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve the August 16, 2021, Personnel Committee meeting minutes. Guebert 2nd
Motion passed unanimously

5:08 pm – Update on recent recruitments

Asianna Fernandez started today as half time Executive Assistant
 Tiffany Mancillas will start on November 1st as Urban Lands Coordinator -announcement to staff on the 19th.
 Grant Program Manager Recruitment - 1st round of interviews finished last week. 2nd round interviews are being scheduled now. Brown hopes to have a final selection very soon.
 Lindsay Nelson gave resignation.

5:13pm – Executive Director Evaluation Next Steps

The new format for the Executive Director evaluation is finalized.
 Survey questions are being polished up with addition of leadership question.
 Critchfield to use her own Survey Monkey account to make responses anonymous.
 This new format which will be used as a test on Hamilton may be modified slightly for use on the rest of the staff.
 Fewer questions seemed better/more useful.
 #1-6 will not be in the survey but will be on the ranking form for the Board.
 In conversation as a board, the Board will talk through those 6 as a group, will do the survey and the evaluation.
 Staff only will do the survey.

Masterson confirmed that the Personnel Committee has delegated authority for next steps to Mike Guebert.

Motion to recommend that full board adopt the proposed form and survey questions, per Guebert and Critchfield – Guebert moved, Zimmer-Stucky 2nd.
Motion Passed Unanimously.

12/13/2021

5:24pm – Presentation of preliminary findings- Wage Analysis

Hamilton introduced Compensation Connections – Brought on to do analysis of EMSWCD wages in comparison to peers in field and compliance with Pay Equity Act

Drohman (principal) and Marek's (senior consultant) presented Compensation Market Study (in packet)
External comparison- environmental and conservation organizations in private and public sector
Internal comparison – how the positions relate to each other

Discussed the following:

- How to attract and keep great talent
- How to be mindful of budget
- Market methodology – purpose and qualifications of a position
- Salary Schedules – separate vs. combined structure
- Current vs preliminary suggestions
- Move to one category vs Admin & Conservation

Preliminary Findings:

19% in lower range, 48% in mid-range, 33% in upper range of proposed pay ranges.

Masterson wanted clarification on preliminary findings – Drohman explained salary ranges are by job and not by individual employee.

Masterson asked if there was anything else to go over:

Personnel Committee members discussed what should be on next PC agenda.

- Final Wage Analysis/Report and recommendations (CC)
- Revised HR Policy Handbook presentation by Critchfield

Zimmer-Stucky noted that she is looking forward to the schedule for the ED Evaluation – turnaround/collecting data/getting the evaluation completed – share timing with – Guebert will have updates for November board mtg on 11/1.

6:58pm Announcements, Reminders, Action Items

Guebert noted he will be away most of next week and won't be responsive.

Action item: Guebert to handle next steps on Executive Director evaluation -Report at December Board Meeting

6:01pm- Adjournment

Masterson adjourned the meeting at 6:01 pm