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Description automatically generatedMonday, September 9, 2024

6:00-8:00 PM

To join Zoom Video Conference: https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXl6WVV0UmJIWEFBcDlHUT09

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202; Passcode: 640956

**BOARD OF DIRECTORS MEETING MINUTES**

**In Attendance**

Board Members Present: Nate Johnson, Marcella Henkels, Eliza Mason, Kerry Hastings, Aubrey Cloud, Henry Storch, David Barron (arrived 6:39pm)

Board Members Absent: Greg Jones (with notice),

Associate Directors: Rana Foster

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Sara Roberts, Candace Mackey (minutes)

Others Present: Michael Rhodes and Jennifer McRae

**Call to Order - Johnson** (6:06pm)

**Introductions, Public Comments, Announcements, Additions/Changes to Agenda**

**Introductions:** Michael Rhodes and Jennifer McRae

**Public Comments:** None

**Announcements**: None

**Additions to agenda** (added by Nate Johnson):

**CONSENT AGENDA**

* **Approve draft Minutes from August 12, 2024, Board Meeting**
* **Approve Financials (7/31/24)**

Discussion: none

MOTION: Approve Consent Agenda: Nate Johnson Second: Marcella Henkels

Results: Pass 5/0

**REGULAR AGENDA**

* **Introduce Michael Rhodes and Jennifer McRae, new owners of Hall’s Kings Valley House**

They introduce themselves. Outdoor science people, so happy to be in the King’s Valley House. Board and staff introduce themselves.

* **Update Native Bulb and Seed Sale**

September 28-29th at the Corvallis Fall Festival in Central Park. We will have a larger booth so that we can more adequately display outreach materials. Great inventory this year, left out advertising those that failed last year to not disappoint, but did order them in case they do work out. Volunteers are good for each day, with staff filling in on Sunday where there are a few empty spots.

* **Review and approve Conservation Outreach Assistant and Resource Conservationist Job Descriptions, hiring update**

Conservation Outreach Assistant was discussed at the last PFC so most are familiar with the position. We have hired Cierra Dawson to fill this position. Out of 27 applicants, 8 were interviewed. COA is a person to help with three main programs 1. Native Plant Sale 2. Invasive Species Program 3. Salmon Watch Program/Education Program.

Resource Conservationist position covers the Scope of Work with the Oregon Department of Agriculture, specifically agricultural water quality. Previous staff in this position retired after 25 years. New staff member will work closely with Michael Ahr and Teresa Matteson.

* **ODA SWCD Guidebook Chapter 8 on SWCD’s as Employer: Review, take public comment on, and adopt policy and procedure on hiring employees**

Discussion: Holly Crosson explains that this is a procedural step to make sure that we are operating in best practice and following the hiring procedures recommended in ODA’s SWCD Guidebook.

Motion: Move that BSWCD Board adopts policy and procedures as stated in the SWCD Guidebook for hiring employees- Nate Johnson Second: Kerry Hastings

Result: Pass 5/0

* **Employee Handbook Update**

Summary: Holly Crosson explained previous language created a ‘steppingstone’ position that is now obsolete. Updating Handbook language will ensure recommended hiring policies and procedures in the Handbook and SWCD Guidebook are consistent with each other.

Motion: To adopt the changes to the Employee Handbook as stated in the packet: Nate Johnson Second: Aubrey Cloud

Result: Pass 6/0

* **Review, take public comment on, revise if necessary and approve DRAFT Executive Director job description with hiring standards and criteria**

Holly Crosson summarized the need for public review of the job description, and hiring practices, standards and criteria to comply with Public Meeting Law on holding Executive Sessions for hiring. Holly Crosson updated the Executive Director job description for board and public review and comment. The board has approved the PFC plus Aubrey Cloud to be the hiring committee. BSWCD is contracting with Cascade Employers Association to conduct portions of the recruitment and hiring process as needed.

Nate Johnson asks about the required skill of “Three years minimum experience in: SMART goal development, implementation, and achievement.” He is unfamiliar with SMART. Staff and board members clarify.

**What are SMART Goals?**

* Statements of the important results you are working to accomplish
* Designed in a way to foster clear and mutual understanding of what constitutes expected plan outcomes, and levels of performance and successful professional development

**What is the SMART criteria?**

|  |  |  |
| --- | --- | --- |
| **S** | **Specific** | What will be accomplished? What actions will you  take? |
| **M** | **Measurable** | What data will measure the goal? (How much? How well)? |
| **A** | **Achievable** | Is the goal doable? Do you have the necessary skills  and resources? |
| **R** | **Relevant** | How does the goal align with broader goals? Why is  the result important? |
| **T** | **Time-Bound** | What is the time frame for accomplishing the goal? |

MOTION: Approve the DRAFT Executive Director Job Description as it appears in the Packet: Nate Johnson Second: Kerry Hastings Pass: 6/0

Timeline discussion: Should schedule the first PFC meeting soon. Marcella Henkels is the chair. Holly Crosson will send Cascade Employers Association the approved draft Job Description and ask for feedback at the first PFC meeting.

* **Equity Committee Update**

The committee consists of Holly Crosson, Henry Storch, David Barron, Michael Ahr, and Sara Roberts. Tuesday November 19th 9-1 at Bald Hill Farm is the DEIJ Retreat. The committee created draft goals for the retreat. They met with one of the facilitators in August to come up with priorities and a draft agenda. They are meeting again in October with facilitators. Holly Crosson extended an invitation to Directors to join the Equity Committee, and/or attend the planning meeting in October to help shape the retreat goals and final agenda.

* **Office Water Leak and Remediation Update-Stipend Request ($75)**

Holly Crosson gave an update on the leak and demolition work done in the office to date. Carpet, ceiling tiles, and sheet rock will need to be replaced. No completion date as of yet.

David Barron asks about the South Corvallis Urban Renewal District progress and suggests that this could be a good place for a move of office in the future.

MOTION: Approve $75 stipend (for cost of utilities) per employee for the month of September to compensate staff for the need to work at home due to office construction: Nate Johnson Second: Kerry Hastings

Result: Pass 6/0

* **Questions from Board on BSWCD and NRCS activities**-

Kudos given. The Board really enjoyed and were awed by Donna Schmidt’s Staff Report and the impact she has had on conservation in Benton County.

* **Other Board Business-November Meeting Date?**

Motion: To hold the November BSWCD Board meeting on November 12th 6:00-8:00pm:

Kerry Hastings Second: David Barron 2nd

Result: Pass 6/0

**Meeting Adjourned** - **Johnson** (7:38pm)