

Monday, December 13, 2021; 6:00-7:00 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Faye Yoshihara, Graham Trask, Bob Morris, Jerry Paul, Eliza Mason, Henry Storch, Kerry Hastings

Associate Directors Present: Nate Johnson, David Barron, Marcella Henkels, Rana Foster

Staff Present: Holly Crosson, Michael Ahr, Donna Schmitz, Teresa Matteson, Linda Lovett (minutes)

Others Present: Laurie Grenya, Jennifer School (HR Answers)

### Call to Order

[Yoshihara] 6:00 pm

**Introductions, Public Comments, Announcements, Additions/Changes to Agenda - none**

### CONSENT AGENDA

- **Approve draft board meeting Minutes – November 8, 2021:** Discussion: none
- **Approve Financials for 10/31/21;** Discussion: none
- **Approve Resolution FY2021-2022-07** to add \$500 from Doreen Carpenter to the General Fund; CCP-Conservation Education; Discussion: none
- **Approve draft FY21 Audit Financials;** Discussion: none

Faye noted that Peter Gelser (auditor) gave Holly, Linda, and Jenny high marks for their work on the audit.

MOTION to approve Consent Agenda: Graham/Bob (vote 7/7)

### REGULAR AGENDA

#### **Draft Compensation and Pay Equity Study presentation (HR Answers - Laurie Grenya, Jennifer School)**

After introductions, Laurie and Jennifer described how they do compensation work for the size and budget of an organization. Laurie shared slides defining compensation and emphasized that no two compensation policies, structures, or processes are exactly alike. Oregon law requires only that pay practices within an organization be nondiscriminatory; it does not require organizations to compare pay to others with similar positions. The data collected for consideration is only one component in making compensation decisions.

- Pay & Benefit Review. To get a picture of the market, need to collect size, budget, and location information from different organizations. HRA looked at private sector organizations that cannot be identified, public organizations that can be identified, and public surveys. Their quality control process ensures that the information supplied is relevant based on job descriptions.
  - Q: Donna wondered if it is normal to have only a 50% response to surveys. Also, the districts that replied have much larger staffs and budgets, so how is that factored in?  
A: This response is better than usual but underscores the need to include public surveys. The organization's budget does not affect pay of employees making less than \$150k per year.
  - Q: Holly asked to confirm that "incumbent" in the reports means the number of positions reviewed? A: Yes, it is the number of people each reporting entity pays for the same work.
  - Q: Faye asked Teresa if she had a question about her comparators. Teresa said she was just surprised by them. Laurie said she used information provided by BSWCD and compared it to other organizations doing similar work. It is about job content evaluation.
- Results. 1) Pay comparison: BSWCD's overall Compa-Ratio is 90% of market, but Holly's is a significant outlier at 75%. Ideally, pay would be between 15% of 100 on either side. 2) Benefits comparison: Health insurance lags the market, although it is one of the best plans. Retirement benefits lag public sector but lead private; in combination, BSWCD lags by 2.84%. Paid leave leads public employers by 2 days per

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

year and private by 6 days per year. HRA strongly recommends continuing to keep sick leave separate and to look at a tiered personal leave structure based on seniority.

- Q: Holly—we have tiered system for paid vacation leave and retirement. What is the number for other organizations? A: Aggregate of what you're actually paying.
- Q: Donna—We don't get more leave after 10 years with the district. How does this compare with other organizations? A: It varies; some other organizations have increments above 10 years. This is an opportunity for BSWCD. HRA can recommend alternatives.
- **Recommendations.** 1) Pay equity: plan for triannual review, maintain pay equity by implementing and administering consistent pay policies and structure. 2) Pay review: implement structure to ensure employee pay reaches and/or stays within 15% of market. Look at market every two years to ensure jobs are placed appropriately in the structure and maintain jobs in the structure to ensure market competitiveness. 3) Benefits review: continue processes to provide health insurance benefits; maintain or increase retirement offering; maintain paid leave and consider seniority-based vacation increases.

### **Discuss draft report, answer board/staff questions, and determine next steps**

Questions focused on:

- **How often to do studies.** By law, internal equity studies must be completed every three years. Pay and market equity should be done every two years because the market is changing so fast, especially because of COVID and minimum wage increases in many states.
- **Market comparators.** Donna asked how the Resource Conservation positions compared to NRCS and whether pay scales were national averages used on federal pay scale. HRA said they would normally look at specific locales but will follow up on this. Donna also asked if HRA used Oregon Employment Department occupational profiles. HRA does not because the data is 17 years old. Linda asked why the Operations Manager position was compared only to office manager positions; the ones specified in the report entail only a piece of what she does. HRA said all the comparators were good matches for job content. Eliza wondered if comparing Holly's position to private CEO salaries made hers appear low. HRA said they did job-to-job comparisons that included non-profits, but surveys used "CEO" as the working title for those jobs. Grahm asked where HRA got the job descriptions and whether employees had input. HRA received job analysis questionnaires from employees through Holly. Holly added that all staff had the opportunity to review and update job descriptions. Michael asked about comparisons to Oregon state jobs that offer PERS retirement because the jobs in the report appeared to be private employers with 401k programs. HRA confirmed that there are PERS comparators in the study, but most of the state positions are temporary ones that don't contribute to PERS.
- **Budget size.** Grahm asked how grant funds for which the district is a pass through are factored into the study. Holly said the comp study did not include project funds in budget size but did include admin funds because they go into the general fund. Employee bonuses were not figured into wages.

**Other Announcements - none**

**Meeting Adjourned**

**[Yoshihara] 7:16 pm**