



## 4-County CWMA Steering Committee Meeting

August 8th, 2018, 1:00 pm-2:00 pm

Tualatin Soil & Water Conservation District, 7175 NE Evergreen Parkway Suite #400 in Hillsboro, OR 97124

**Attendees:** Casey Gozart (Clark County); Chelsea White-Brainard (East Multnomah SWCD); Mitch Bixby (BES); Jeff Merrill, Justin Cooley (Metro); Lucas Hunt (WIN); Tyler Pedersen, Aaron Shaw (Tualatin SWCD); Lindsey Karr, Jeff Lesh, Sam Leininger (Clackamas SWCD); Michelle Delepine (West Multnomah SWCD)

**1:00 Convene**

**1:02 Approve Agenda/Minutes**

**Michelle Delepine**

**1:05 Clark County Field Day Debrief**

**Casey Gozart**

45 people attended (more than registered). Most people seemed happy and enthusiastic. Seeing slender-flowered thistle and leafy spurge in the field was a big perk. Plant nerd out opportunities are a plus. There's also value in visiting cool restoration sites, even if invasive species are not primary focus.

**1:10 Invasive Species 2.0 sponsorship request**

**Michelle Delepine/Mitch Bixby**

All present agreed that it makes sense for the CWMA to sponsor, taking special note that our CWMA is dominated by the urban perspective. Event has a regional focus, further warranting CWMA involvement. Sponsorship primarily in name only, though Michelle offers to assist with gathering feedback if desired.

**Action: All present agreed to move forward with the sponsorship and Michelle notified Dominic of our decision.**

**1:15 Hiring & Orientation Process of New Coordinator**

**Sam Leininger/All**

Upcoming Dates, Overview

- Announcement went out on July 20-closes August 17th
- 2 applications in the works so far
- **ACTION: NEED HELP WITH ADVERTISING, post on Facebook pages, etc**
- Joint Exec Committee -one participant from each CWMA to sit in on the hiring committee

- Reviews of application packets will be distributed to CWMA chairs, up to CWMA to how internal review process looks like (week to review Aug 24-29) - relative scoring/ranking sheet from past hiring. The final candidates should be ranked.
- Volunteers to review: Michelle, Aaron, Mitch, Chelsea, Casey and Jeff L.; Aaron offered to sit on panel, with Michelle as alternate. August 30, Sept 6th interviews, follow-up interviews scheduled for Sept 13th if needed. Oct 1 expected start date

#### Discussion of Skills and Qualities Needed for Coordinator

- Interest in seeing someone who could facilitate partner engagement, and initiate and complete follow-up steps.
- Leadership style: Someone with experience leading group and can stick to strategic plan and build partnerships.
- Desire to have someone out front that is highly vocal and that can spearhead coordination and outreach.
- Broad spectrum of skills. Balance with technical needs of CSWCD technician position. Sam is open to a more outreach-oriented candidate and building that in with his program even if means making adjustments to tech position.

#### Orientation of new coordinator (starts Oct 1<sup>st</sup>)

- Orientation within two weeks of hire
- Emails, workplan expectations, scheduling, day to day tasks, etc
- Learning curve 6mo-12mo

#### Work Plan

- Do we have updates for work plan? YES
- File organization: Set up an expectation and how it is managed and organized
  - Action: Sam and Mitch will look at this in the next two weeks
- Institutionalizing management of joint records
- **Action: Jeff L. volunteered to review google drive password management and accounts/admin**
- **Action: Michelle will send out - Work Plan. Edits DUE Sept 12th**

#### 1:45 Fiscal Review

Sam Leininger

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Thanks to fundraising we have increases to expected funding contributions for this FY. Let Sam know if you have adjustments to your contributions since we don't have full time coordinator (yet). Otherwise, funds are needed to keep us in the green given unexpected event expenses, etc.

### Next Steering Committee Meeting

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October 10<sup>th</sup>, 2018 12:00 pm-1:00 pm. Multnomah County, Location TBD