



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

PERSONNEL COMMITTEE MEETING MINUTES

APPROVED 1/7/21

Tuesday December 18, 2020 9 am

Meeting held via Zoom

Committee Members Present: Chuck Arrera, Ralph Perkins, Mary Durfee, Al Hrynshyn, Eric Nusbaum, Dave Downing. No Public Present.

- 1.) Meeting called to order at 9:10 a.m.
- 2.) Appointment of Committee Chair.
The committee appointed Chuck Arrera as chair of the Personnel committee.
- 3.) Eric presented a spreadsheet that identified the tasks that the personnel committee needs to address. Committee members were assigned to the various tasks.
- 4.) Committee discussion was held about the information that Eric and Dave had put together regarding compensation and benefits for current employees and for future new employees. Eric presented three sets of salary scales to the committee. One for State employees, one for Federal employees and one from a survey of SWCD's across the state. The committee reviewed each scale and determined that the District should follow in line with the State grade and step process. Eric provided a summary to the committee showing a low-end scale and a high-end scale with District costs. Committee discussed where current employees should be placed and where future employees would start on grade and step. Committee also approved (4-0 vote) to annual cola raises, and 4.5% step increases to employees with a "meets or exceeds standard from the annual performance review.
- 5.) Discussion regarding vacation pay was held. Committee approved (4-0 vote) to stay at the current vacation package that the District provides. Eric indicated that a line item account should be established to cover current vacation pay accrual liabilities.
- 6.) Retirement benefits were discussed, committee approved (4-0 vote) that 3% of employee gross wage paid by the District into the employee benefit account. If the employee matches the 3%, then an additional 3% will be paid by the District to amount to a total of 6% input from the District with a 3% contribution by the employee.
- 7.) Committee next looked at health benefits. Dave indicated he had received three quotes from various insurance brokers. He indicated he took rough costs from middle of the road plans. Eric provided the estimated personnel costs which covers salary, health, and retirement benefit. Committee approved (4-0 vote) to a health benefit cost range of \$70K to 86K for the transition 12-month period. Committee approved (4-0) that the District should cover the full premium for each employee and 75% of Spouse and Family cost. Since most plans have high deductibles, the committee approved (4-0 vote) to cover 50% of the deductible out of pocket cost. Dave and Eric will work on firming up the cost summary for the committee.
- 8.) Committee discussed Bonuses for the current staff. They approved (4-0 vote) to a \$1,000 for full time employees, and \$500 for part-time employee for the 2020 year.
- 9.) Eric informed the committee that he will create a memo to the full board regarding the committees agreed upon recommendations.
- 10.) Committee meeting adjourned at 11:10 a.m.

All supporting documents mentioned in the minutes are a part of the official record, and are available upon request. Please contact the office at admin@uwswcd.org to request copies.

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