



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PERSONNEL COMMITTEE MEETING MINUTES

Thursday January 7, 2021 2 pm – DRAFT

Meeting held via Zoom

Committee Members Present: Chuck Arrera, Ralph Perkins, Mary Durfee, Al Hrynshyn, Eric Nusbaum, Dave Downing. No one absent. No public present.

Meeting was called to order at 2:02 pm

Agenda for today was modified to add item #4. Need for developing Hiring Practices and Job Descriptions

Agenda Item #1 Motion by Al, second by Mary to approve the minutes as submitted for the December 18<sup>th</sup>. Motion approved (4-0)

General Business.

Chuck shared that unlike Board meeting packets that Clarissa sends out, all Committee draft minutes, final minutes and agendas will be posted on the UWSWCD web page and NOT sent out as a packet.

Eric was appointed to the Committee with full voting rights.

Agenda Item #2 Eric reviewed the draft memo to the full board regarding employee compensation and benefits. After some very small edits, Motion by Al, second by Ralph to approve the memo for distribution to the full board by end of day Friday January 8<sup>th</sup>. Approved (5-0).

Agenda Item#3 No public present.

Agenda Item #4 Eric emphasized the need for the committee to quickly develop Hiring Practices and Job Descriptions in anticipation of being ready to hire a conservation tech and financial officer as early as March if our bridge loan has been deposited. This will include changes to past procedures. The GM will do all hiring, firing, annual reviews etc. The Board will perform these functions for the GM position only. Provisions will be made for employees to have an appeal process to the board if disagreements develop. Eric and Dave will do research with other agencies and present results at our next meeting.

No action required.

General Business. Committee agreed to reserve last Thursday of each month for Personnel Committee meetings. Next meeting will be January 26<sup>th</sup> at 2 pm.

Motion by Eric, second by Al to adjourn at 2:42pm

Minutes submitted 1-7-2021 by Chuck Arrera.

*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@uwsxcd.org](mailto:admin@uwsxcd.org) to request copies.*

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