



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, February 2, 2021 2 pm

**APPROVED 2/16/2021**

Meeting held via Zoom

Present: Chuck Arrera, Mary Durfee, Al Hrynyshyn, Dave Downing. No public present.

1. Meeting was called to order at 2:03 pm
2. Minutes from January 7, 2021 were reviewed. No corrections were made. Director Hrynyshyn made a motion to approve the January 7, 2021 minutes as presented, and Director Durfee seconded. With no further discussion the motion was passed 3-0.
3. Hiring Policies: Dave explained that he and Eric have been working on preparing financial information for the pending bridge loan and the workload was significantly more than expected. The committee agreed the loan is a top priority and agreed with Dave's request to table this issue until our next committee meeting. No action required.
4. Wage step review: Dave explained that a calculation error went undetected until after the board approved Motion #4 at the January 12<sup>th</sup> Board meeting. It was not the intent of the Committee to reduce the salary of Clarissa and it was agreed to amend her beginning step from 5 to 7. In a memo drafted by Mary and finalized by Dave, this will be presented at the next Board meeting. All members of the committee were very appreciative of Clarissa's work and supportive of this amendment. Director Durfee made a motion to amend Clarissa's wage step from step 5 to step 7, and Director Hrynyshyn seconded the motion. With no further discussion, the motion was passed 3-0.
5. General Public Comment: No public present.
6. Next meeting scheduled for February 16<sup>th</sup> at 10 am. After considerable discussion about time constraints and the pending D-Colonization workshop on Feb 16<sup>th</sup>, it was decided to leave the possible cancelation of our participation in the workshop to the full board. Everyone agreed that our continued efforts to educate ourselves and support the JEDI efforts of the District are also a priority.

Director Hrynyshyn made a motion to adjourn the meeting, and Director Durfee seconded the motion. Meeting was adjourned at 3:15pm.

Minutes submitted 2-4-2021 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.*

*The Upper Willamette SWCD prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program, in employment or in any program or activity conducted by the Upper Willamette SWCD. The Upper Willamette SWCD is an equal opportunity employer.*