



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, February 24, 2021 9 am

APPROVED 3/25/2021

Meeting held via Zoom

Present: Chuck Arrera, Mary Durfee, Al Hrynshyn, Eric Nusbaum, Dave Downing. No public present.

Meeting was called to order at 9:05 am

Agenda item #3 for today was modified to designate items 1 and 3 as information only, no action required.

Agenda Item #2 Approval of the Minutes Motion by Al, second by Dave to approve the minutes as submitted for the Feb. 16th meeting as submitted. Second by Mary. Motion approved 5-0

Agenda Item #3.2 Hiring Policy Via screen share, Eric went thru the draft Hiring Policy we have been reviewing and we incorporated suggestions and edits submitted by the JEDI committee with very minor modifications. Motion made by Eric to recommend the Hiring Policy be recommended to the full Board for passage after today's edits. Second by Al. Passed 5-0

Agenda Item#3.1 Job descriptions for Conservation Technician and Chief Financial Officer

Eric explained this did not require action by this committee. Our role is to provide editing, incorporate input from the JEDI committee, suggestions wording and feedback to Dave for his finalization of Position Description Position descriptions and Position announcements.

Agenda Item #3.3 Dave reported that filling the CFO and Conservation tech position will be conditional on the actual deposit of funds from the bridge loan.

Our next meeting will be scheduled as required. A transition Team meeting will be scheduled for next week and will include team leaders to review roles and responsibilities of each committee. The Personnel Committee has previously agreed to reserve the last Thursday of each month for meetings if required.

Motion by Mary, second by Eric to adjourn at 10:00 am

Minutes submitted 2-24-2021 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 to request copies.

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