



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### JEDI COMMITTEE MEETING MINUTES

Monday April 14, 2021 4 pm – DRAFT

Meeting held via Zoom

Present: Abel, Al, Eric, Dave, Sydney

Opening discussion: balancing the carrot and stick approach with wayward landowners - need to work with watershed councils on the carrot part & initial outreach

Minutes from last month: Al moved to accept, Abel 2nded: APPROVED

Finance Committee Update:

- Finally heard from David should get the RFP out by April 20th, all proposals by May 4th, Selection, Close May 20th (\$ in the bank) - still need to set a public hearing about it

Hiring committee update:

- Eric & Dave & staff are working on workload analysis and putting together a plan & timeline for hiring that covers existing workload and anticipated increased (& managerial) workload - we discussed the need to build the overarching organizational structure but also the need to figure out what is going on currently and how to balance immediate and future needs
- Fiscal position has only received 3 full & 3 partial applications, looks like it may need to be out longer
- Sydney has put together [suggestions for the hiring process](#) from the Network that can be used in designing the hiring process. She can also help put together interview questions as needed.

Overall interactions across committees/board/staff

- Building off Tuesday's discussion, we discussed the importance of improving communication across the committees and between board and staff to create more understanding and coherence of planning and timelines
- JEDI has produced lots of suggestions but we are lacking the time/space to implement/operationalize them
- Understand that JEDI work is about big change and doesn't happen overnight - it isn't going to be perfect but urgency isn't going to help either. Need time and investments in staff & board trainings
- Sydney will think about this and amend the proposed scope of work to address some of these questions (not just the community & partner engagement piece)
- A board retreat this summer would be a good idea, once everyone is vaccinated and able to get together- Sydney can facilitate

Budget Committee

- We did a good job getting the word out, have 5 different members with interesting backgrounds and good representation

BIPOC Advisors

- The idea is to have outside experts check out some of our internal policies & documents to give feedback (JEDI charter, Hiring process, etc) We have candidates but need the bridge loan to go through first. Sydney has put together a draft MOU and description of the difference between honoraria and contract work- can't really be a policy until we have our new fiscal person on staff to create the policy. [Document Here](#).

JEDI Charter

- Discussed and edited the document (including committee membership), finalized and voted to approve; will take to the board to show them (but don't need their approval)

Minutes submitted by Sydney Nilan.

*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.*