



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### JEDI COMMITTEE MEETING MINUTES

Monday March 15, 2021 3 pm

**APPROVED 4/14/2021**

Meeting held via Zoom

Present: Dave, Al, Abel, Chuck, Lily, Sydney

Minutes Approved: Abel Moved, Al 2nded

Update: Personnel committee

- Positions both approved along with a budget increase of \$40K at the last board meeting
- Delay in the Bridge loan - financial consultant is still searching for documentation
- Clarissa's position will be changed to communications/media related and a new admin person will be hired (after the start of the fiscal year)
- ACTION: we need to understand how internal hires work and what the rules are
- Also considering an additional conservation tech position (monitoring?)
- Dave is working on those job descriptions
- ACTION: Before we start another round of hiring we should get our hiring policy sorted
  - We rushed it through last time because of urgency around hiring the fiscal manager and the conservation tech
  - It really needs to be reviewed in detail by this committee and then reviewed by consultants to ensure we implementing equitable & inclusive hiring practices
  - We need to have the new policy reviewed & approved by June to make sure it is in place for the next round of hiring

Hiring/contracting consultants

- ACTION: We still need confirmation from Dave & Clarissa on whether we have the \$2,000 needed for contracting BIPOC consultants to help us review our policies (Hiring, JEDI Charter, & financial/procurement)
- Sydney will put together a draft policy & MOU for contracting consultants for the JEDI committee (by next meeting)
- Dave will send us the current financial policy for committee review this month (then it will be reviewed by consultants) - we may need to add a part about procurement & contracting if it is not already covered
- Hiring the Fiscal manager and 1st conservation tech (1st round of hiring) - Abel will serve on the hiring panels (Sydney can back up if needed) to provide a JEDI lens on the process & applicants

Budget Committee Recruitment

- Has been sent out to all the places listed on our [recruitment strategy](#)
- We have 4 applicants as of last Wednesday
- Sydney has put together a [scoring guide](#) for selection (if we get more than 7 applicants)
- Sydney, Chuck, & Abel will review the applicants and make recommendations to the budget officer (likely Dave) - and Dave will provide the recommendation to the Board
- Board will appoint the committee members in the April board Meeting

PAC/REC Reboot

- There will be REC Reboot happening soon to make sure that we are tending our relationships with the partners and staying updated on what they are working on (and vice versa) Al & Chuck volunteered to serve on that team, need one more board member for alternate
- The PAC = Policy Advisory Committee
  - May need a new name, to not confuse (Policy Committee?)
  - This will be comprised of people from all of the 6 different strategic areas of the SWCD
  - Sydney is working on a strategy for that as part of a larger community engagement and partnerships strategy
  - We are not in a hurry to put the Policy Committee together
- Sydney will call for the last volunteer and then send out a doodle in the coming days

Short Term Work Plan: [Here](#)

- Looking good Abel! Nice ;)
- Focus on policies first - laying the train tracks while in motion!
- We will need to create a JEDI Charter - Abel did you agree to do the first draft of this? Sydney can help :)
- We can also finalize the list of potential trainings and review in our next meeting to present the options to the board (probably not a big rush on this until we understand the budget situation?)
- Sydney had to leave for another meeting . . .

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.*

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