



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, March 25, 2021 2 pm

**APPROVED 4/29/2021**

Meeting held via Zoom

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

Agenda Item #1 Meeting was called to order at 2:00pm. After review of the agenda, Item #6 was added.

Agenda Item #2 Approval of the Minutes Motion by Al, to approve the minutes as submitted for the Feb. 24th Personnel Committee meeting. Second by Mary. Motion approved 5-0

Agenda Item #3 New Position Descriptions Dave led the discussion regarding job descriptions for the proposed positions of Administrative Assistant and Media and Outreach Specialist. He clarified that his intent is to move Clarissa into the Media Specialists position when a new full time Administrative Assistant is hired. This is in keeping with Clarissa's desire to stay part time and focus on outreach efforts for the District. After a few minor edits, motion made by Eric to recommend the job descriptions and a budget recommendation to the full Board. Second by Al. Passed 5-0. Dave will prepare a motion for the next full Board meeting.

Agenda Item #4 Other Discussion/Reports as Needed

Dave briefly described the tentative hiring schedule for the Financial Officer pending the deposit of the bridge loan funds. Dissatisfaction with our loan consultant, David Albright's lack of communication and status updates was unanimous. Al will call him again as he is not returning emails or calls from Dave.

Agenda Item #5 Pubic Discussion

No public in present

Agenda Item #6 Schedule for Next Meeting

Meeting scheduled for Thursday April 29th at 2 pm via Zoom.

Motion by Mary, second by Eric to adjourn at 2:30 pm

Minutes submitted 3-30-2021 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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