



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PERSONNEL COMMITTEE MEETING MINUTES

Thursday, April 29, 2021 2 pm

**APPROVED 5/27/2021**

Meeting held via Zoom

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

Agenda Item #1 Meeting was called to order at 2:03pm. After review of the agenda, Item #4 was added.

Agenda Item #2 Approval of the Minutes Motion by Al, to approve the minutes as submitted for the March 25<sup>th</sup>. Second by Dave. Motion approved 5-0

Agenda Item #3 New Position Descriptions Dave led the discussion regarding job description for the proposed position of Restoration Specialist. After minor edits, motion made by Eric to recommend the job descriptions to the full Board. Second by Al. Passed 5-0. Dave will prepare a memo for the next full Board meeting.

Agenda Item #4 Pay Analysis

Dave shared a spreadsheet prepared by he and Clarissa showing details of projected income for 2021-22 as it related to the Restoration Specialist position. Due to the delay in the Bridge Loan, the currently advertised Conservation Tech 1 position can be paid for with existing funds expected from PWP at \$22K and Fire restoration income at \$20K. The Restoration Specialist position will be funded with bridge loan proceeds. Work for Restoration Specialist will be approximately 50% fire restoration and 50 % PWP work typically done by Lily. Plan is to relieve Lily of some of her extensive overtime and allow her to return to some PWP work and other grant work that must be completed this year.

Eric shared that we should not be in a competition to gather more fire restoration work than we can effectively handle. While supportive of this new position, he cautioned us to “go slow” and let other agencies pick up some of the workload. This was partially in response to Sydney Nyland’s expression of her continued discomfort and not understanding the “hurry” mode we have been pursuing and long-term consequences of hiring staff. After Dave explained the additional workload on Lily due to restoration work, PWP work yet to be done and Dave’s transition from technical work to almost 100% administrative duties, the group was more comfortable with the position and approved adding one more FTE. Motion by Al, second by Ralph. Passed 5-0. Dave will prepare a motion for next full board meeting.

Agenda Item #5 Dave Downing Annual Review The committee reviewed the evaluation of Dave prepared by Al and concurred that Dave has met and exceeded all key points in his job description. Motion to approve Dave’s step increase pending deposit of bridge loan was made by Chuck and seconded by Ralph. Passed 5-0.

Agenda Item #6 Other Discussions/reports as needed Pay analysis report was covered under Item #4 in conjunction with Restoration Specialist position.

Agenda Item #7 General Public Comment No public present

Agenda Item #8 Schedule for Next Personnel Committee Meeting Scheduled for May 27<sup>th</sup> at 2 pm via Zoom. Motion by Eric, second by Al to adjourn at 3:05 pm

Minutes submitted 5-6-2021 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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