



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

PERSONNEL COMMITTEE MEETING MINUTES

Thursday August 26, 2021 3 pm

Approved 09/09/2021

Meeting held via Zoom

Committee Members Present: Chuck Arrera, Mary Durfee, Al Hrynyshyn, Dave Downing. No public present.

1. Meeting was called to order at 3:00pm; After review of the agenda, Item #7 was added. Approval of the Minutes; Motion by Chair Al Hrynyshyn to approve the minutes as submitted for the May 27th, 2021 Personnel Committee meeting. Second by Director Durfee. Motion approved 4-0.
2. Covid-19 Policy: Dave gave a recap of where things stand in the office to date. He said signs had been posted in each office and at front door that say masks are required unless you are alone in your own office. Staff are supportive of compliance and our landlord had agreed to comply. Discussion centered on draft policy prepared by Indigo. Consensus on general policy of Lane County as a minimum and we would add additional requirements specific to our workspace as an addendum. Committee members agreed to submit their suggested additional wording to Dave by Friday August 27 or Monday at the latest. Dave will have the revised policy with addendums ready for the full board to take action on September 14th.
3. Fiscal Officer Position: lengthy discussion on appropriate pay scale for the fiscal officer position. Candidates we have interviewed and made offers to suggest we are not paying enough. On advice from Eric and other District's, the consensus was our Classifications and Steps were "in the ballpark" but Dave has the discretion to make an offer as he sees necessary within the current Job Classification. If the current Candidate refuses the step 7 or 8 offer, we agreed to revisit our pay scale and make a recommendation to the full board for re-classification if necessary.
4. Administrative Assistant Position: Dave updated us on schedule for hiring a new person to replace Indigo. Her tenure with us was short but very productive. Dave had very high praises for Indigo, and he will give her a positive recommendation if asked.
5. Employee Handbook: We received a draft copy of our lengthy Employee Handbook. Review will be a formidable task and at the next meeting we will set a plan and schedule for full board approval. Chuck asked about the cost to have our new Council review the document. Dave will ask and report back.
6. Public Discussion; No public present Agenda
7. Advisory Committee: Dave wanted us to start thinking about forming a Policy Advisory committee as we discussed prior to the tax base vote. We concluded our present committee structure of Projects, Finance, Personnel and JEDI is working so far.

8. Adjournment: Motion by Chair Al Hrynshyn to adjourn meeting was then seconded by Director Arrera. Approved by all. Meeting adjourned at 3:40 pm

Minutes submitted 9-8-2021 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.

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.