



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PERSONNEL COMMITTEE MEETING MINUTES

Thursday, May 27, 2021 2:00 pm -**APPROVED 8/27/2021**

#### Meeting held via Zoom

Committee Members Present: Al Hrynyshyn, Mary Durfee, Dave Downing. No Guests or public present.

Agenda Item #1 Meeting was called to order at 2:02 pm by Mary Durfee. After review of agenda, motion to approve the agenda was made by Al Hrynyshyn and second by Dave Downing to accept the agenda as presented. Motion passed 3-0

Agenda Item #2 Motion by Al to accept the minutes as submitted for the April 29<sup>th</sup> meeting, Mary second. Motion passed 3-0

Agenda Item #3 Dave led a discussion about an update on where the District is with it's hiring process for several new positions. He announced that Paula Hoemann had excepted the position of Fiscal Officer of the District. She is currently working under a private contract with the District until June 1, 2021 when she will start full time for the District.

Dave informed the committee that posting was completed for three technical positions and the hiring committee was reviewing applications to determine candidates for interviews that will be conducted in mid-June. He also informed the committee that staff will be posting for the District Administrative Assistant position next week. Committee discussed office space for new employees and the need to start looking for expanded office space soon.

Agenda Item #4 The committee was provided a motion from staff regarding retroactive wage and benefits for current District staff from March 1, 2021 to May 1, 2021. Discussion was held regarding the intent of a January recommendation to the full board that new wage scale would take effect upon deposit of the District bridge loan that was anticipated to be completed in March. Committee agreed that the recommendation's intent was to begin the new compensation package beginning on March 1, 2021 and that due to circumstances out of our control that did not happen. The Committee agreed to recommend a new motion that will retroactively provide the new compensation package starting March 1, 2021 for the District current employees. Al moved to accept the new board motion to present to the full board at the June 8, 2021 regular board meeting. Mary second, recommendation passed 4-0 with Chuck Arrera providing his approval via email.

Agenda Item #5 Dave brought up the discussion of the current Administrative Assistant wage. He explained that the current admin. Assistant who works on a part time basis had been completing the work since January 1, 2021 to present of three different position and had done an outstanding job going above and beyond her capacity to complete vital work associated with the District's transition. Dave asked the committee to consider making a recommendation to the full board that the administrative Assistant receive a merit bonus for her

contributions and hard work. Al moved to recommend to the full board a merit bonus be given to the administrative assistant for her hard work and dedication, Mary second, motion passed 3-0.

Agenda Item #6 General Public Comment. No public present.

Agenda Item #7 Meeting Adjournment. Meeting was adjourned by Mary Durfee at 2:25 pm.

Minutes submitted by:

Mary Durfee, Board member representing zone 2 of the District.