



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### Personnel Committee Meeting Minutes

Friday February 25, 2022 at 10 am –

**Approved 5/2/2022** Meeting held via Zoom

Committee Members Present: Al Hrynyshyn, Chuck Arrera, Dave Downing, Mary Durfee

Staff Present: Leslie Owens

1. **Call meeting to order:** Meeting was called to order at 10:03 am by Director Arrera. Director Arrera suggested an add onto the agenda under discussions: Item “I” Roles and Responsibilities for the committee.
2. **Approval of Minutes:** Director Arrera amended the minutes by removing himself from attendance. Director Hrynyshyn moved to approve the October 28, 2021, as amended. Director Durfee gave the second with the motion passing unanimously.
3. **Discussions:** Dave Downing gave details and descriptions to each talking point.
  - a. **Compassionate Leave Policy:** The committee discussed the Compassionate leave policy. Consensus was that it is a great addition to our policies and much needed. Director Durfee suggested counseling for both employees who want to donate time and employees who would receive time so that they are aware of all aspects of donating time off. Dave Downing mentioned that he would council with both parties anonymously before donating any time. Discussion followed on the amount of time allowed to donate and how the process would work.
  - b. **Short Term Disability:** Dave Downing explained that he wanted to get a feeling of how the committee felt with a short-term disability insurance for employees. Committee members agreed that it was a good idea to look into and that it should be at the cost of the employee.
  - c. **Retirement account:** Dave suggested a change to the retirement account from being put into a 401a to being put into a 457b. The committee felt that it was a good idea for the Finance Committee to review this change.
  - d. **Forestry Tech Position:** Dave Downing gave an overview of the job description and pay scale. Committee members commented on the overall need for this position and excitement for the future. Minor edits were made to the description.
  - e. **Admin Specialist Position:** Dave Downing explained the change in position from Admin Assistant to Specialist due to increased responsibilities and suggested we eliminate the Assistant position wage scale. Committee members mentioned the need to keep the Assistant position wage scale and position open incase we may need to hire someone in the future.
  - f. **District Manager Job Description:** Dave Downing explained the updated job description to the committee. No amendments made.
  - g. **Social media outline for Outreach position:** Briefly discussed this outline, no amendments made.
  - h. **Recommendation to the Board:** The Committee recommends that we offer short term disability insurance to all employees at their cost, without an employer match, and extend to family members. They also recommend that the Compassionate Leave Policy be added to the Employee handbook with transferrable hours being both accrued vacation and sick leaves, without a 1 to 1 match by the district.

- i. Roles and Responsibilities of the Committee: Committee discussed the need to read over position descriptions and other possible roles for the committee.

**4. Meeting Adjourned:** Meeting was adjourned at 11:00 am.

*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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