



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Personnel Committee Meeting Minutes

Monday, May 2nd, 2022, at 9:00 am – **DRAFT**
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 9:03 am by Director Durfee.
2. **Discussions:** Dave Downing gave details to the new employee appraisal forms.
 - a. The Forms were discussed overall. Director Durfee suggested an edit to the overall forms to change the tone by removing the word “shall” unless needed for legal reasons. The committee further discussed the topic. Consensus was that it is a great addition to our policies and very much needed.
 - b. A brief discussion on the committee charter, hiring an HR firm, and the need to continue having a committee was held. The committee agreed to discuss the need to dissolve the committee further once an HR firm was consulted.
3. **Meeting Adjourned:** Meeting was adjourned at 10:00 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 to request copies.

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