



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Personnel Committee Meeting Minutes

Friday August 5th, 2022, at 10:00 am –

Approved 8/25/2022 Meeting held via Zoom

Committee Members Present: Al Hrynyshyn, Ralph Perkins, Dave Downing, Chuck Arrera
Staff Present: Leslie Owens

1. **Call meeting to order:** Meeting was called to order at 10:03 am by Director Arrera.
2. **Discussions:** *Dave Downing gave an overview of each Policy and Job Description on the agenda for discussion and Leslie Owens explained the Charter (see documents).*
 - a. The Driving Policy was discussed overall. Discussion about getting District Vehicles in the future was held by the committee members. Consensus was that it is a great addition to our policies and very much needed.
 - b. Heat and Wildfire Smoke Policy update was reviewed and overall the committee liked the direction the District was going with being OSHA compliant and putting the safety of the staff as top priority. Director Arrera asked how the District would track heat and wildfire smoke training for Staff and Leslie Owens explained the safety meeting trainings were tracked in the District Safety committee binder with records of who took the trainings.
 - c. Sr. Conservation Tech and District Manager Job Descriptions were shared and discussed. Overall discussion on keeping wage scale on the Job Descriptions ended in the committee deciding to put the wage scales on the Job Announcement but not the Job Description. They also discussed putting the wage scales on the website which had mixed opinions.
 - d. A brief discussion on the committee charter and overall roles & responsibilities was had. Director Arrera suggested using the word “Committee” in front of the workplan as to not mix up the committees work plan with the over workplan of the district. A copy and paste error was found by director Hrynyshyn and changed. The committee voted to recommend the charter to the full board at the next meeting.
3. **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 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.