



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### Personnel Committee Meeting Minutes

Friday January 13, 2023, at 11:00 am – **DRAFT**

Meeting held via Zoom

Committee Members Present: Chuck Arrera, Leslie Owens, Al Hrynyshyn, Clarissa Berndt, Ralph Perkins

Staff Present: Dave Downing,

1. **Call meeting to order:** Meeting was called to order at am by Director Arrera at 11:01 a.m.
2. **Review:**
  - a. The agenda was reviewed. Chuck Arrera added discussion point to the agenda for how the committee corresponds.
  - b. Last meeting minutes were reviewed. No amendments were recommended.
  - c. Grant Management Specialist Job Description: Director Arrera mentioned the need for a Grant Management Specialist to join the team sooner than later with the new programs starting to come through. Mention of wording on the job announcement for adding additional DEI wording to encourage people who may feel they need to meet all requirements to still apply for the job. More edits were suggested and added into the job description for clarity. Leslie Owens motioned to recommend the Grant Management Specialist job description and announcement for posting with amendments as discussed in the meeting, Al Hrynyshyn gave the second and the motion passed with a vote of 5-0. Ralph Perkins left the meeting at 11:35.

#### **Discuss:**

- a. Emailing vs Calling a meeting: The committee decided that new documents will be emailed out to the committee for review prior to the meeting and if no edits or suggestions are offered, the document can move forward. If any objections or edits are suggested the committee will meet to discuss them, in the last meeting. During the December BOD meeting it was discussed that the committee would be breaking the public meeting laws if they discussed any documents without a proper meeting. This caused concern and another discussion followed. Leslie Owens mentioned that although that was mentioned, she followed up with ODA to make sure that emailing documents was not breaking any laws as long as the committee didn't discuss anything as a group. She went on to explain that her role in the district is to facilitate the meeting documents for all District Meetings and hold the District accountable to public meeting laws. Which is why she only BCCs them so that no laws will be broken and the committee can decide if a meeting is necessary for discussions.
- b. Meeting was adjourned at 11:42 a.m.

- c. Motions were discussed and it was decided that there only need to be motions when the committee doesn't agree on a topic of discussion, otherwise they will just review and discuss edits.

**3. Public Comment:** No public present.

**4. Meeting Adjourned:** Meeting was adjourned at 11:55 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.*

*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.*