



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### Personnel Committee Meeting Minutes

Monday November 21, 2022, at 10:30 am –

**Reviewed 1/13/23** Meeting held via Zoom

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

Staff Present: Dave Downing, Victoria Fischella, Lily Leitermann

1. **Call meeting to order:** Meeting was called to order at am by Director Arrera at 10:31am.
2. **Review:**
  - a. The agenda was reviewed. Chuck Arrera added an organizational chart to the agenda. It was added in the discussions section as point c. on the agenda
  - b. Last meeting minutes were reviewed. Chuck requested that documents in the meeting packet have footnotes added that will let them know when documents went through Legal, Leslie offered to add a footnote and noted that there will be a checklist with each new policy, document, or job description detailing where it has been and what steps it went through prior to going to the Board.
  - c. UWSWCD Organizational Flow Chart: Discussed was the need for an assistant District Manager in the future preparing for Dave Downing to retire. Dave mentioned that retirement plans for him are still years away, but it is good to plan for whomever will be taking over and adding in this position makes sense. The other positions added were the HR Generalist and the Grant Management Specialist which would both be hired under the direct supervision of the District Manager. Discussions followed.
  - d. HR Generalist Job Description: Clarissa mentioned the need to take the HR responsibilities off her until the HR Generalist is hired. She requested that Dave Downing take on the HR responsibilities until then and Dave accepted said responsibilities. 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.
  - e. Updated COVID-19 Policy Review: The committee discussed the disadvantages to not have a set policy for our organization. One of which is the ever-changing regulations and keeping up with them as they develop. Leslie suggested having a Sickness protocol or policy instead of the COVID19 Policy to cut back on confusion and offered to draft it plus edit the COVID19 Policy as well. She said she would send it to management and the committee for review. It was discussed that the HR Generalist should keep up on the news about COVID19 and offer up edits to the policy as needed. A quarterly check-in was suggested.
  - f. BOD Policy: Briefly discussed as a document to review and be aware of. The Committee will email Leslie Owens for any suggested edits.

#### **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.

- b. 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.*

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