



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Personnel Committee Meeting Minutes

Friday May 15th, 2023, at 11:00 am

Meeting held via Zoom

Committee Members Present: Chuck Arrera, Leslie Owens, Al Hrynshyn, 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.
- b. Last meeting minutes were reviewed. No amendments were recommended.

Discuss:

- a. **Auditing Board Policies:** The need for an audit of our policies were discussed. Leslie Owens let the committee know that she was already tasked with this project and it was in process. She started the process with an audit of footers on all policies that stated when the policy was created, when it was last updates/approved, and if it went to legal for review. That portion of the audit was completed, per a request made by Director Arrera in a Board meeting. The next phase of the audit was going down the line of policies to investigate if they are feasible with the day-to-day operations of the District. The next steps were discussed by the committee, and it was agreed that the following steps would happen:
 - Send out final PDF of all Policies to the BOD and Committee
 - To be completed by Leslie
 - Finish Policy Audit – June 2024
 - *ongoing process/living documents* - Leslie/Dave/Managers
 - Research possible policies we do not yet have –
 - Dave/Leslie/Clarissa via SDAO, HR Answers, DM meetings, Other Districts, etc.
 - Brainstorm how to train employees on policies.
 - Everyone next meeting
 - Create training procedure for new employees.
 - Leslie/Dave: create spreadsheet to share at next meeting.
- b. Also noted was the process as the audit progresses:
 - the policies will be audited by Leslie, moved onto Managers then presented to the Personnel committee for review, edit and give suggestions for the District Manager. Then they will go onto other committees as needed and eventually go to the Board for final approval.
- c. **Public Comment:** No public present.

3. **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 to request copies.

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