



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Personnel Committee Meeting Minutes

August 21, 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, Lily Leitermann, Jared Pruch.

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. **Policy Audit:** The committee decided to move forward with a workgroup for the policy review. Leslie Owens, Dave Downing, Chuck Arrera, and Clarissa Berndt will be in the work group to finalize the review.
- b. **PLO:** A discussion on the clarity of the policy was conducted. Some members thought that there should be a process listed for what supervisors and employees are expected to do. Others thought it would be a good idea to have procedures for all policies that are clearly laid out to ensure that everyone was on the same page. After much thought, the committee agreed that the Paid Leave Oregon policy could be edited to the basics with links to the Oregon website. Then internal district procedures could be added to the policy once it's been approved. The main policy is the "what" and the "how" comes with internal procedures.
- c. **DEIJ Transponder Report:** This report was shared with the committee, and it was decided that the report would move on to the next committee and that the information was very helpful for strategic planning.
- d. **Memo:** Dave Downing presented a memo to the committee regarding an inflation reduction effort by the district to help employees with the rising costs of living in the area. Dave went on to discuss the idea behind the memo and how Lily Leitermann came up with the calculations. The committee agreed that this memo should be brought to the board of directors for consideration at the September meeting.
- e. **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.

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.