



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

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Personnel Committee Meeting Minutes – Reviewed on 11/7/2023

Monday September 25th, 2023 at 10:00 am

This meeting was held virtually via zoom.

Members Present: Chuck Arrera, Al Hrynyshyn, Clarissa Berndt, Ralph Perkins, Leslie Owens (5/5; quorum reached)

Staff Present: Dave Downing, Lily Leitermann, Cricket DeLoe, Victoria Fischella, Meridith McClure

1. Call meeting to order: Meeting was called to order at 10:00am by Karl Morgenstern.
 - a. Review agenda: The agenda was reviewed, and no amendments were made.
2. Review last meeting minutes: Karl Morgenstern asked if there were any amendments to the last meetings minutes (August 8th, 2023) hearing none, the minutes were reviewed and approved as presented.
3. Discussions:
 - a. Employee Relief Bonus was discussed, and the edits made by the committee are as follows:
 - i. Change wording from bonus to adjustment as the committee was worried about the view of the public regarding giving bonuses to employees.
 - ii. The Title of the Memo was changed to “Immediate inflation and housing adjustment” as it made more sense to the committee that this memo is for inflation and housing specifically.
 - iii. A source was added to the proposal section to cite where the information for COLA raises is sourced. It was added to the resource list as well.
 - iv. Corrections to the math were made in step 4 of the memo.Further discussions included calling the City for more resources when moving forward into next year’s COLA, or other adjustments. Having more reputable resources for the future was a thought that went through the committee and then the concern about where to find such resources was held.
 - b. Employee Handbook Policy Update: The proposed changes to the Employee handbook were presented and the following changes were decided by the committee.
 - i. Change wording from bonus to adjustment except for in the case of “additional adjustments or bonuses” as the committee felt that leaving the word bonus was important for clarification. Bonuses are one time, lump sum payments and need to be addressed in the employee handbook.
 - ii. Take out Housing Inflation Adjustment section as it is covered under the Additional Adjustments or Bonuses section.
 - iii. Step increases section took out the wording of how the increase is measured. Further discussions took place on needing more information on how an employee is gauged when it comes to increases and having more clarity on the process. This will be discussed in the Employee Handbook Audit project.
 - iv. The following is the final update decided on by the committee as a whole:

***Step Increases.** Step increases will be effective on the first pay period following the hire anniversary date of the employee and are dependent upon a positive performance review. Step increases are not automatic.*

***Cost of Living Adjustments.** Cost of living adjustments may help employees manage rising prices for basic staples such as housing, energy, and food. A cost-of-living raise for employees is not based on job performance or a promotion. Rather, the pay increases are given to counteract inflation and help employees maintain their earning power. Each employee receives the same percentage increase that will be based upon the Consumer Price Index for All Urban Consumers (CPI-U), West Region – Size Class B/C. These adjustments will be made annually to the Districts Wage Steps, effective July 1st.*

***Additional Adjustments or Bonuses.** If the district feels that there is a need for an additional adjustment, management will send a request to the Board of Directors for approval of an additional adjustment or bonus.*

- c. Ralph Perkins motioned to accept the proposed changes made by the personnel committee to the employee handbook policy update and the employee relief bonus memo. Leslie Owens Seconded the motion, after some more discussions, the committee approved the motion unanimously with a vote of 5/0. (Chuck Arrera, Al Hrynyshyn, Clarissa Berndt, Ralph Perkins, Leslie Owens voted in favor of the motion)
4. Another discussion was started, with a question from Clarissa Berndt about new employee orientation. Adding the step wage scale to the list of items given to employees at orientation, and it was decided that the committee would review the employee review process at the next meeting. Leslie Owens would continue with the orientation project that includes a list of items employees would need when starting in the District.
5. No public present for comments.
6. Next meeting decision: The committee decided to keep the meetings quarterly until further notice.
7. Meeting Adjourned: Meeting was adjourned at 11:47 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.

Personnel Committee voting members:

*Chuck Arrera
Al Hrynyshyn
Clarissa Berndt
Ralph Perkins
Leslie Owens*