



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

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Personnel Committee Meeting Minutes – Draft

Tuesday 11/7/2023 at 10:30 am

This meeting was held virtually via zoom.

Members Present: Al Hrynyshyn, Clarissa Berndt, Leslie Owens (3/5; quorum reached)

Others Present: Dave Downing, Lily Leitermann, Andy Burke

1. Call meeting to order: Meeting was called to order at 10:31 am by Al Hrynyshyn.
 - a. Review agenda: The agenda was reviewed, and no amendments were made.
2. Review last meeting minutes: Al Hrynyshyn asked if there were any amendments to the last meetings minutes (September 2023) hearing none, the minutes were reviewed and approved as presented. Al Hrynyshyn mentioned the Employee Review Process in the September meeting notes and asked why it was not on the agenda. Leslie Owens explained the need to wait for the other committee members, two of whom could not make the current meeting, also mentioning that the review documents went out to members of the board after the last meeting was held, so that they could familiarize themselves with it. It was decided that the Employee Review Process would be discussed at the next meeting, which will be held sometime in January.
3. Discussions:
 - a. Memo – Observing indigenous People’s Day. The memo was discussed, and all the committee members agreed that observing this holiday would pay tribute to indigenous people and matches with our DEI mission. Leslie Owens motioned to recommend the memo at the next Board of Directors meeting, with Al Hrynyshyn giving the second, the motion passed unanimously with a vote of 3/0.
 - b. Job Description – Agricultural Conservation Specialist. Lily Leitermann described the reasoning for the new position, and the workload that the position requires in order to fill the gaps in the Working Lands Program and help relieve the workload of our current Conservation Technician, Victoria Fischella. The Committee went on to discuss the job description, mentioning details like: Job Title, Pay Scale, and some minutet but important editing details. The discussions were as follows:
 - i. Job Title: Some members thought the job title was too specific or did not match the description. Lily Leitermann went on to say that the title could change, as there were a lot of ideas floating around. One idea was a Working Lands Conservation Specialist title which was a popular option although some thought it would not get enough of a pool of candidates.
 - ii. Pay Scale: The step scale was discussed as well as where the person would fall, some thought a step 3 or 4. Clarissa Berndt brought up the fact that we may want to revisit our pay scale as it seems like we start people at higher steps for the desired experience, and that pattern leads her to believe that the higher steps may want to be step 1. It was also discussed that when someone starts at a higher level, they have less years to move up steps before the max out at step 10. It was decided that the pay scale review would happen at the next committee meeting. Dave Downing let the committee know that this was already in the works, and he would get the pay scales from other districts.

- iii. Edits were discussed on the Job descriptions, and it was decided that the committee supports the overall Job description and will leave it up to management to make necessary changes, pick the appropriate title, reformat as needed, and decide on the pay scale starting step.

Leslie Owens motioned to approve of the Job Description and need for another employee with Clarissa Berndt giving the second. The motion was put to a vote and passed unanimously with a result of 3/0.

4. No public present for comments.
5. Next meeting decision: The committee decided to hold a meeting in January, date/time TBD.
6. Meeting Adjourned: Meeting was adjourned at 11:37 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