



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Personnel Committee Meeting - **DRAFT AGENDA**

Meeting Date: 05/20/2024

Meeting Time: 10:30 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/86534416505?pwd=b1Juc3RQVVAyVmFmVW0wY1dPOUc4Zz09>

Meeting ID: 865 3441 6505

Passcode: 518834

Meeting Notes: Please email admin@uwsxcd.org to request supporting paperwork for this meeting.

	Category	Details
1	Order	Call meeting to order.
2	Action Items	a) Review Agenda - Motion b) Review Last Meeting Minutes - Motion c) Review Compassionate Transfer of Leave Policy - Motion d) Review Employee Handbook Table of Contents - Motion
3	Discussions	Opportunity for open conversations about any items needing attention for future actions, time to assign responsibilities (if needed), and any other topics pertinent to the committee.
4	Adjournment	Adjourn Meeting

Voting Committee Members

Chuck Arrera – Chair

Al Hrynyshyn

Clarissa Berndt

Ralph Perkins

Andy Burke

Definitions

Draft Agenda- Good faith effort to outline all topics for the meeting, posted to the public two weeks prior to the meeting date. This Agenda can be edited as needed to add or remove talking points as soon as they become available.

Action Items- Items that need to be acted upon and require a motion by the committee.

Motion – Motions are needed for any decisions made at the meeting regarding recommendations to the District Manager or changes made to documents.

Discussions- Items to be discussed that have no actions required, usually still in the planning phase.