
Coos Soil and Water Conservation District

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Personnel Committee Charter

Rev. 07/16/2024

PURPOSE

The purpose of the Personnel Committee is to assist the board of directors (The Board) in making decisions that will help the Coos Soil and Water Conservation District (Coos SWCD) achieve its annual goals. Committees serve to save time during regular meetings by streamlining function and efficiency. The intent of this organizational structuring is to reduce the decision-making burden and workload related to full review and discussion of “Action Items” that would otherwise be necessary for the full Board to make an actional decision during a regular meeting. This charter transfers Board approved authority to the Personnel Committee to bring forth to the Board an actional recommendation through delegation of the evaluation and review process to the Committee.

AUTHORITY

The Personnel Committee is a formally appointed sub-committee of the board and as such, must adhere to all applicable public meeting laws (192.630). The Personnel Committee must also abide by the authorities stated within this Charter Document. This Charter may be amended at any time by action of the full Coos SWCD Board of directors.

The Personnel Committee has been granted authority to make formal recommendations to the Board of Directors regarding the District’s staff, and staff-related actions or decisions, including but not limited to the following action items:

- Recruitment and Hiring
 - Review and update policies: Ensure the District’s recruitment and hiring policies comply with applicable laws and best practices.

- Job Descriptions: Develop and maintain accurate job descriptions for all District positions.
- Recruitment Process: Oversee the recruitment process to ensure transparency, fairness and alignment with the District's diversity and inclusion goals.
- Selection: Participate in the selection process for key positions, including interviews and evaluations of candidates.
- Employee Evaluation and Development
 - Performance Reviews: Develop and implement a performance evaluation system that provides constructive feedback and supports employee development.
 - Training and Development: Identify and recommend opportunities for employee training and professional development.
 - Succession Planning: Develop and maintain a succession plan for key positions within the District.
- Compensation and Benefits
 - Compensation Policies: Review and recommend compensation policies and structures to ensure they are competitive and equitable.
 - Benefits: Evaluate and recommend employee benefits programs that support the well-being and retention of District employees.
- Policy and Compliance
 - HR Policies: Develop, review and recommend human resources policies to the Board for approval.
 - Compliance: Ensure that the District's HR practices comply with all relevant federal, state and local laws and regulations.
 - Employee Handbook: Maintain and update the employee handbook as necessary.

- Employee Relations
 - Conflict Resolution: Assist in resolving employee grievances and conflicts in accordance with the District’s policies and procedures.
 - Work Environment: Promote a positive and inclusive work environment that aligns with the District’s values and objectives.

- Reporting
 - Regular Reports: The Committee shall report regularly to the Board on its activities, findings and recommendations.
 - Annual Review: Conduct an annual review of the Committee’s performance and effectiveness and report the results to the Board.

The Personnel Committee must provide its findings and recommendations to the Board at the next regular monthly, special, or emergency board meeting following a Personnel Committee meeting decision. The Board shall act on the recommendation of the Personnel Committee. The Board may opt to table a decision, or to accept or reject a recommendation. The Board may also elect to preemptively accept the recommendation of the committee prior to a personnel committee meeting. The Board may authorize the committee to act upon the behalf of the Board on individual matters at its discretion.

MEMBERSHIP

- The Personnel Committee shall consist of a minimum of five appointed members, of which no more than three may be directors from the Coos SWCD Board. The Personnel Committee currently consists of the following members and roles:

Committee Board Members	Position Title	Role
Adela Villers	Zone 1 Director	Committee Member
Caley Sowers	Coos SWCD District Manager	Committee Leader
Cindy Gant	Zone 2 Director	Committee Member

Christopher Claire	ODFW Habitat Protection Biologist	Committee Member
Modena Thomas	Coos SWCD Office Manager	Committee Member

OPERATIONS

- The Personnel Committee will meet with such frequency as it may determine necessary to fulfill its purpose. The District Manager will lead the personnel committee meetings or designate a substitute, as needed. The Personnel Committee approvals for recommendation will be achieved through a consensus of a quorum of the committee members.
- The Personnel Committee must provide its findings and recommendations to the board at the next regular monthly, special, or emergency board meeting following a Personnel Committee meeting decision.
- The Personnel Committee will review this charter periodically and can recommend any proposed changes to the Charter for review. The Board can also amend this Charter at any point in time.

RESPONSIBILITIES

- Keep the Coos SWCD's mission in focus.
- Be knowledgeable about laws that govern how the Board must operate, such as budget, public meetings, and contracting laws.
- Keep appropriate minutes and records of all the meetings as required by law.