



Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District
Personnel Committee Meeting Minutes
July 18, 2024
(Approved on July 25, 2024)

Project Committee Meeting was called to order at 5:00PM

Committee members present in person: Cindy Gant, Caley Sowers, Chris Claire, Modena Thomas, Adela Villers

Committee members present on Zoom/Telephone:

Absent committee members:

Staff present in person: Abigail Richards

Staff present on Zoom:

Guests present in office:

Guests present on Zoom:

5:00PM Caley called Personnel Committee Meeting to order.

5:00PM Agenda discussed

- Committees and committee charter review and board approve
- Inflation discussed
- Pay raises discussed
- Policies need to be decided
- Andrew switched to part time
- Some legal language is required in the handbook
- Caley has a template handbook to look over
- Divide the handbook to update
- Personnel policies

5:08PM Charter

- Remove Ernie Newton from the committee
- Change Mark Villers to Adela Villers
- Recruitment and Hiring: Review and update “personnel” policies
- Employee performance evaluations
- Performance evaluation of the board
- Remove all of the Reporting bullets
- The Board may authorize the committee to act on behalf of the Board on individual matters at its discretion. (page 3)

5:28PM Modena motioned to accept the Personnel Committee Charter as written with the above corrections. Caley seconded. All in favor.

5:33PM Andrew’s job description

- Position title: Monitoring Specialist
- Change title throughout document
- Under general summary: Funded through 2025 is contingent upon the ability to secure additional and continual funding. (last sentence)
- Discussed benefits
- Compensation: add plus eligible benefits. Remove DOE
- Supervision Received: Change to: Various technical specialist and resource manuals.
- District Personnel Policy Manual changed to governed by the District’s employee handbook
- Essential Job Functions, Duties and Performance Requirements: Assist with projects that are not related to monitoring as directed by the District Manager.
- Requested by DM changed to “as directed by the District Manager”
- Provide assistance to NRCS staff when directed by the District Manager
- Remove highlighted text after Provide assistance to NRCS staff when directed by the District Manager, as outlined in the NRCS/SWCD Cooperative and Contribution Agreements.
- Job Conditions: Change 29 hours to part-time – this is a .6 FTE position with days and hours as agreed upon between Andrew and DM
- Remove “and SWCD Board appointed Supervisor”
- Benefits: remove benefits until board decides what benefits should be.
- Change medical premiums to \$150 for the .6. Remove paid holidays. Sick and vacation leave shall be accrued at .6. – effective July 1, 2024.

6:31PM Chris motioned to approve the changes in the Monitoring Specialist position description as above. Adela seconded. All in favor.

6:38PM Water Quality Project Manager

- Remove DOE
- Change “us” to staff
- Take out “and Board Appointed Staff Supervisor”
- Change “various technical and resource manuals” to what was made on Andrew’s position description

6:43PM Chris motioned to accept the WQ Project Manager job announcement with corrections above. Cindy seconded. All in favor.

6:44PM Caley adjourned meeting

Signature of the District Manager

Date

Submitted by:

Abigail Richards

Date