



Harney SWCD

Special Meeting

Board Agenda

May 6, 2019

Time: 4:00 p.m.-5:30 p.m. Location: USDA Service Center, Hines OR

This is a board of directors work session; therefore no public comment will be taken at this time.

- 4:00 p.m. Formalization of a timeline, committee, and interview process for District Manager (DM) and Administrative Assistant (AA) interviews- Action Item
- 4:15 p.m. Identify training schedule and facilitation of DM and AA hiring documents- Action Item
- 4:25 p.m. Review of Audit concerns surrounding SWCD wages & employment contracts
- Board action on wages are not being codified in minutes appropriately
 - Official board approval on salary scales for District Manager & Administrative Assistant-Action Item (Reference Oregon SWCD Salary Scales)
 - Official board action: Hiring of Mr. Klus, ARS Grant- Action Item
 - Official board action/approval of SDIS benefit package as advertised in JD- Action Item
- 4:55 p.m. Review QB financials- Action Item
- This will be a review, discussion, and approval of the current status of the SWCD financials upon departure of the District Manager: Action Item
- Review project(s) discussed at May 2019 Special Meeting
- Interim Financial Transition: Whom is processing accounts payable? Whom is processing payroll? – Action Item
- 5:30 p.m. Adjourn