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## Hanover-Caroline Soil & Water Conservation District

13224 Hanover Courthouse Road, Suite 201

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### Standing Committee Meeting Minutes

#### **Personnel Committee Meeting:**

The Personnel Committee met on May 31, 2021 at 9:00 am at the Hanover Farm Bureau office. The meeting was attended by committee members Joseph Stepp (Committee Chair), Leigh Pemberton, Don Wells, and Tim Etheredge.

The committee reviewed the District's personnel policy. No changes were recommended. The committee reviewed each District job description. There were only 2 changes recommended to the Conservation Specialist position, separating them into a Conservation Specialist 1 and Conservation Specialist 2. The two positions will separately handle drill related activities and CBPA reporting activities. The committee recommended approving the changes.

The committee then reviewed the yearly performance for each employee. Ms. Conner, District Manager, provided a thorough performance review of each employee based upon their year-end activity logs. Ms. Conner also provided her own feedback on the performance reports. The committee performed evaluations of each employee and then met with each employee to review the evaluation. Each employee was given the opportunity to discuss any issues of concern with the Personnel Committee Chair, Joseph Stepp.

There being no further business, the meeting adjourned at 1 pm.

Respectfully submitted,

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Joseph Stepp, Committee Chair