

**HUMBOLDT COUNTY PERSONNEL COMMISSION**  
901 Myrtle Avenue, Eureka, CA. 95501**MINUTES****March 15<sup>th</sup>, 2022**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on March 15<sup>th</sup>, 2022. Will called the meeting to order at 3:15 PM.

**Present** -Commissioners, Joe McKinzie, and Danette Demello

**Others Present-** Michael Davies-Hughes, Superintendent of Schools, and Jenny Bowen, Director of Personnel

**Public**-None present

**2.0 REVIEW OF THE MINUTES** Danette reviewed the minutes from January 25<sup>th</sup>, 2022, and approved them as submitted. Danette makes a motion to approve minutes. Joe seconded. Motion passed unanimously.

**3.0 PUBLIC COMMENT** No comment

**4.0 PERSONNEL UPDATES**

**4.1 REPORT BY DIRECTOR OF PERSONNEL** Jenny Bowen introduced the Humboldt County Office of Education's new Superintendent of Schools, Michael Davies-Hughes. Jenny reported about recent hires and resignations, reflecting that HCOE currently has several vacancies. Jenny is working with a temp agency to attempt to fill some fiscal vacancies. Jenny talks about the logistics and cost of using a temp agency, and other recruiting challenges HCOE is working through.

**4.2 NEW HIRES** Jenny Bowen reported on the new hires.

**4.3 POSITION SEPARATION** Jenny Bowen reported our current separations.

**4.4 POSITIONS UNDER REVIEW** Jenny Bowen reported our current position vacancies.

## 5 **ACTION ITEMS**

No Action Items

## 6 **OTHER TOPICS**

**CSPCA Update** – Jenny & Joe reported back on the CSPCA Conference in March. They said the conference was eye-opening and informative and that they look forward to implementing some of the info that was learned.

**PERSONNEL COMMISSION RULES** – Jenny says the HCOE rules should be back from legal by the end of this week or next week, and that we can resume our review process once they're received.

**CSEA UPDATE** – Jenny gives CSEA updates regarding the new HCOE salary structure – instructional aide salaries especially. Jenny says she will send out the materials for review by the Commission in the next month or two.

7 **BUDGET REPORT** Jenny Bowen reported on the budget. Normal changes in activity. There were no questions or follow up.

8 **SUPERINTENDENTS REPORT** Michael Davies-Hughes introduced himself to the Commissioners for the first time. He could only stay for a few minutes as he had a prior engagement to attend to.

9 **REVIEW TRAVEL CLAIM** Jimella will email claims to Commissioners with packets.

10 **ADJOURNMENT** Will adjourned the meeting at 4:00 p.m.