

HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501

MINUTES

April 19th, 2022

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on April 19th, 2022. Will called the meeting to order at 3:02 p.m.

Present -Commissioners, Will Folger and Danette Demello

Others Present- Jenny Bowen, Director of Personnel, Holley Luia – CSEA Labor Representative, Dr. Colby Smart – HCOE Assistant Superintendent, Jean Legaz – JPA Admin Assistant

Public-None present

2.0 REVIEW OF THE MINUTES Danette reviewed the minutes from March 15th, 2022, and approved them as submitted. Danette makes a motion to approve minutes. Will seconded. Motion passed unanimously.

3.0 PUBLIC COMMENT No comment

4.0 PERSONNEL UPDATES

4.1 REPORT BY DIRECTOR OF PERSONNEL Jenny Bowen reported about recent hires and resignations and announced the onboarding of the Personnel Department's new Classified Benefits Tech, Kristen Webb. Jenny updates everyone on the upcoming job fair hosted in partnership with the Tulare COE. There are over 500 candidates signed up and several Humboldt County School Districts as well. Jenny will give an update on how the virtual job fair went at the next Commission meeting.

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

5.1 Review & Adopt an Updated Classified salary schedule.

5.1.1 Jenny gives an overview of the process to get and the work it's taken to get to this point of presentation. Dr. Colby Smart shares how HCOE and CSEA have participated in a collective study group since last October 2021 researching the metrics and comps for the proposed Classified salary schedule. Dr. Colby Smart shares how the group had focused on minimum wage increases and being competitive with other districts using a highly interactive process. He shared how the new Classified salary schedule gives Classified employees more room for growth and honors the work Classified employees are doing. Holley Luia explained further how they determined the new Classified salary schedule and agreed that it was now more competitive. Everyone emphasized that communication is key during the transition to the new Classified salary schedule and that working in cooperation with CSEA to be clear, and concise, is paramount to help eliminate confusion once it's rolled out. Danette makes a motion to adopt the new salary schedule as submitted. Will seconds, the motion is passed unanimously.

6 SUPERINTENDENTS REPORT Michael Davies-Hughes is at a and could not attend the Personnel Commission this time.

7 REVIEW TRAVEL CLAIM Jimella emailed claims forms to Commissioners with packets.

8 ADJOURNMENT Will adjourned the meeting at 3:24 p.m.