

# HUMBOLDT COUNTY OFFICE OF EDUCATION

## PERSONNEL COMMISSION

Chris Hartley, Ed.D., *Superintendent*  
Debra Kingshill, *Coord. of Personnel Services*

**COMMISSION MEMBERS:**  
Sheila Porterfield  
Danette Demello  
Will Folger

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May 8, 2018

The Personnel Commission of the Humboldt County Office of Education met in the Alder Room in regular session on May 8, 2018 at 5:15 p.m.

1.0 Danette Demello, Chairperson called the meeting to order at 5:25 p.m.  
Present: Danette Demello, Chairperson; Sheila Porterfield, Vice Chairperson;  
Will Folger, Member; Maureen Yost, Chapter 566, CSEA Member; Jen Fairbanks, Coordinator  
of Instructional Leadership.

Also present: Debra Kingshill, Coordinator of Personnel Services

### 2.0 REVIEW OF THE MINUTES

Minutes of the April 10, 2018 meeting were reviewed. Commissioner Porterfield made a motion to approve the minutes. Commissioner Folger seconded the motion. Motion passed unanimously.

### 3.0 PUBLIC COMMENT

Commissioner Porterfield questioned Debra regarding a document she found created years ago called the Personnel Commission Annual Report. She noted that she had not seen such a report during her tenure as a commissioner and wondered why it was no longer produced annually. An example of the data collected for the report includes the number of new hires, number of terminations, reclassifications, retirements, etc.... Debra explained that the statistics recorded in the report were so minimal that previous commissioners felt it was not necessary to produce the document as they could easily access this information in other ways such as by review of the minutes, etc., over the past year. Debra did note however, that if the Commissioners would like to see the document created again in the future, that is certainly possible.

### 4.0 PERSONNEL UPDATES

#### 4.1 NEW HIRES

- Behavior Support Assistant, 2 positions (Fall 2018, 1.0 FTE)
- Intermediate Account Tech – Educational Services (1.0 FTE)

#### 4.2 POSITIONS UNDER REVIEW

- Personnel/Legal Secretary, (1.0 FTE)

### 5.0 ACTION ITEM

#### 5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL

- Homeless Youth Caseworker II

Jen Fairbanks provided an overview of the need for this revised position. After numerous clerical corrections, Commissioner Folger made a motion to approve the job description with changes at Range 37. Commissioner Porterfield seconded the motion and it passed unanimously. Debra agreed to send a corrected copy with all the changes to the Commissioners.

6.0 NEW LEGISLATION

There was no new legislation to report.

7.0 SUPERINTENDENTS REPORT

Dr. Hartley was unable to attend

8.0 REVIEW TRAVEL CLAIMS

Travel claims were distributed, signed and returned.

9.0 The meeting adjourned at 5:55 p.m.

The next regularly scheduled meeting: June 12, 2018 in the Alder Room at 5:15 p.m.