

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

MINUTES

December 14th, 2021

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on December 14th, 2021. Will called the meeting to order at 3:02 p.m.

Present -Commissioners, Will Folger, Joe McKinzie, and Danette Demello

Others Present- Jenny Bowen, Director of Personnel

Public-None present

2.0 REVIEW OF THE MINUTES Will reviewed the minutes from October 21st, 2021, and approve 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 reported about recent hires and resignations, reflecting that HCOE currently has several vacancies. Jenny reported how Bill AB-438 is being enforced and that it's changing our layoff process significantly. Jenny reports HCOE is working closely with CSEA and are continuing conversations regarding classification studies in regards to salary schedules. Jenny shared that a dismissal is currently in the works and described the appeal process. Jenny spoke about the Personnel Commission's duties in this should an appeal be made and informed everyone that a special and time-sensitive meeting may have to be called to respond to the potential appeal.

4.2 NEW HIRES Jenny Bowen reported on the new hires – New Superintendent chosen.

4.3 POSITION SEPARATION Jenny Bowen reported our current separations.

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

5.0 ACTION ITEM**5.1 Determine Personnel Commission Meeting schedule.**

- 5.1.1 The Commission discusses schedules and options for in-person versus Zoom meetings. It's decided that the next Personnel Commission will be held via Zoom on Tuesday, January 25th at 3:00 pm via Zoom, and all future meetings will be held on the 2nd Tuesday of every month at 3:00 pm via Zoom.

5.2 Reading and overview of Commission Rules I and II.

- 5.2.1 Rule I: Commission discusses Rule I, Definition of Terms. Danette has some editorial comments and clarifying questions. Will has no comments on Rule I. Joe has no comments on Rule I.
- 5.2.2 Rule II: Commission Organization and Procedure By-Laws. Will asks clarifying questions about the title of "Superintendent vs. "County Superintendent." Danette suggests updating "Superintendent" with "County Superintendent" throughout the Commission Rules for clarity and conciseness. Danette has some editorial comments and clarifying questions. Everyone discusses the need for the Rules to be more specific about language regarding CSEA. Danette suggests defining Board vs. Governing Board and adding to definitions in Rule I. Danette asks clarifying questions regarding commission appointments. Will excuses himself from the meeting at 3:52 pm. Everyone discusses adding language to include sending notifications via email and changing language regarding "non-members whom the commission does not wish to be present" to sound less abrasive.

6.0 BUDGET REPORT Jenny Bowen reported on the budget. Normal changes in activity. There were no questions or follow up.**7.0 SUPERINTENDENTS REPORT** Michael Davies-Hughes is the new Superintendent of Schools. Michael is incumbent currently but will be a part of next year's election. He was not present for this Commission meeting due to a prior engagement but plans to join future Personnel Commission meetings as much as he can.**8.0 REVIEW TRAVEL CLAIM** Jimella will email claims to Commissioners with packets.**9.0 ADJOURNMENT** Danette adjourned the meeting at 4:31 p.m.