

# HUMBOLDT COUNTY PERSONNEL COMMISSION

901 Myrtle Avenue, Eureka, CA 95501

## MINUTES

August 11, 2020

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on August 11, 2020. At 5:21 PM, Will Folger called the meeting to order.

**Present** – Commissioners, Danette Demello, Joe McKinzie, Will Folger

**Others Present**–Jenny Bowen-Director of Personnel; Diana Rocha-Personnel Department Secretary; Colby Smart-Assistant Superintendent; Chris Hartley-Superintendent; Karling Skoglund-College/Career Coordinator.

**Public**- None

**2.0 REVIEW OF THE MINUTES** Review of minutes. Joe McKinzie made a motion to approve minutes; Will Folger seconded; minutes were approved.

**3.0 PUBLIC COMMENT** No comment.

**4.0 PERSONNEL UPDATES** Chris Hartley introduced the new Director of Personnel, Jenny Bowen.

**4.1 REPORT BY DIRECTOR OF PERSONNEL** Jenny Bowen did not have anything to report at this time. Chris Hartley spoke briefly about AB-1384 in regards to liability and risk of re-opening schools to the public.

**4.2 NEW HIRES**

**4.3 POSITION SEPARATION**

**4.4 POSITIONS UNDER REVIEW**

**5.0 ACTION ITEM**

**5.1 Reclassification of Printing and Communications Technician-** Jenny Bowen presented. Danette moved to approve, a roll call vote was taken and the reclassification was approved.

**5.2 New Position, Para Educator-Trades-**Colby Smart introduced Karling Skoglund, who is the new College/Career Coordinator. She presented the new position of Para Educator-Trades. Joe Mckinzie made motion to approve, roll call vote was taken and position was approved.

**5.3 New Position, Special Projects Technician-Career Guidance Technician-**Karling Skoglund presented. After discussion, additions to the job description were suggested to include a more comprehensive explanation of experience and qualifications in order to more accurately align with other similar-like positions. Will made a motion to approve with changes to be made. Roll call vote was taken and position was approved.

**6.0 BUDGET REPORT** Nothing to report for the budget.

**7.0 SUPERINTENDENT'S REPORT** Chris Hartley expressed his appreciation to all in these uncertain times.

**8.0 REVIEW OF TRAVEL CLAIMS** Diana Rocha sent compensation forms via email to the commissioners for submission.

**9.0 ADJOURNMENT** Meeting adjourned at 6:40pm