

HUMBOLDT COUNTY PERSONNEL COMMISSION

901 Myrtle Avenue, Eureka, CA 95501

MINUTES

October 13, 2020

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on October 13, 2020. At 5:17 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.

Public- None

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

3.0 PUBLIC COMMENT No comment.

4.0 PERSONNEL UPDATES

4.1 REPORT BY DIRECTOR OF PERSONNEL Jenny Bowen reported that there were no positions to bring forward. Jenny found this meeting a good opportunity to get to know the process. Jenny went over a few of the processes in place for Covid, the workplace, and our new symptom checker for employees.

4.2 NEW HIRES Jenny Bowen reported on the new hires.

4.3 POSITION SEPARATION Jenny Bowen reported the current separations.

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

5.0 ACTION ITEM There were no action items.

6.0 BUDGET REPORT Jenny went over the budget. There were no changes made.

7.0 SUPERINTENDENT'S REPORT Chris Hartley was not present at meeting.

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

9.0 ADJOURNMENT Meeting adjourned at 5:47pm