

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

**MINUTES**

**January 25<sup>th</sup>, 2022**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on January 25<sup>th</sup>, 2022. Danette called the meeting to order at 3:05 p.m.

**Present** -Commissioners, Joe McKinzie, and Danette Demello

**Others Present-** Jenny Bowen, Director of Personnel

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Joe reviewed the minutes from December 14<sup>th</sup>, 2021, and approve them as submitted. Joe makes a motion to approve minutes. Danette 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 that HCOE will be partnering with Tulare COE and their virtual job fair. All districts in Humboldt County are invited and can participate for free. Jenny discussed the upcoming CSPPCA conference.

**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** Personnel rules sent to legal.

**5.1.1** Jenny reports that there will be a pause on the reading of the Commission Rules while they are with our legal department for review. Joe makes a

motion to approve the pause, Danette seconds. Motion passed unanimously.

## 5.2 New job Positions: Genevive Macias

**5.2.1** Early Childhood Educator II. Genevive describes the job description and requirements for the Early Childhood Educator II position. Genevive discussed the need for a range of staff that they can place in classrooms who aren't credentialed. The ECE II position will give her program more flexibility. Danette and Joe ask clarifying questions regarding the certification and requirements for the ECE II job and how someone can move up in the job class to a III or IV. Genevive clarifies. Danette has some editorial comments for the ECE II job description. Joes asks if there are any incentives for an ECE II staff member being bilingual and suggests adding a stipend/training/certification for Spanish or other language speakers as a second language. Joe makes a motion to approve the job description pending the suggested edits, Danette seconds, the motion is passed unanimously.

**5.2.2** Danette has clarifying questions about the ECE III job description. Danette asks about salary placement in regards to III vs IV based on experience requirements. Genevive clarifies. Joe makes a motion to approve the job description, Danette seconds, the motion is passed unanimously.

## 5.3 Follow-up on CSPCA Conference

**5.3.1** Jenny requests approval for funds to be used for the upcoming Personnel Commission conference. Joe makes a motion to approve, Danette seconds, the motion is passed unanimously.

- 6 **BUDGET REPORT** Jenny Bowen reported on the budget. Normal changes in activity. There were no questions or follow up.
- 7 **SUPERINTENDENTS REPORT** Michael Davies-Hughes is at a conference and could not attend the Personnel Commission this time.
- 8 **REVIEW TRAVEL CLAIM** Jimella will email claims to Commissioners with packets.
- 9 **ADJOURNMENT** Danette adjourned the meeting at 3:50 p.m.