

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**February 13, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on February 13, 2024. Commissioner Joe McKinzie called the meeting to order at 3:06 p.m.

Present – Commissioners Joe McKinzie and Will Folger.

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Ariel Aaron – Director of Human Resources; Stacy Young – Director of Community Outreach and Engagment; Jean Legaz – CSEA President

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from January 30, 2024. Commissioner McKinzie made a motion to approve minutes. Commissioner Folger seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised there was no report.

5.0 ACTION ITEMS**5.1 Modified Job Description – Stacy Young****5.1.1 Printing and Communications Technician & Central Office Receptionist**

Director Young explained the position is a melding of two current positions (Central Office Receptionist/Communications Center Assistant & Printing and Communciatipons Technician). The desire is to combine the two positions with the Technician salary range standing. There is an employee currently in the Receptionist position who is learning the Technician duties. The union has reviewed and given their consent to this action and there is an MOU being circulated at this time, which states the employee will keep their seniority. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

- 6.1.1 Director Aaron advised that the Career Fair is set for March 23rd and a healthy advertising campaign is in place, with radio spots, news blips, bus wraps and theater advertising. Commissioner Folger requested the flyer be sent to the Commissioners, so that they can help disseminate.

7.0 REVIEW TRAVEL CLAIM

- 8.0 ADJOURNMENT** Commissioner McKinzie adjourned the meeting at 3:14 pm.