

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**February 15, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in a regularly scheduled session on February 15, 2023. Commissioner Danette Demello called the meeting to order at 3:04 p.m.

Present -Commissioners Danette Demello and Joe McKinzie

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Tanya Trump – Department Manager of Career and College Resources

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from January 10, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes gave an update on the governor’s January budget proposal. There is a COLA of 8.13% planned with a reduction in one-time funding for for certain programs, such as the music, arts and instructional materials grant. The County Office will still have strong support for our school programs. He advised that the unions, CSEA and HCSTA, have provided their initial proposals for negotiations, which HCOE will be sunshining within the next few weeks. He looks forward to productive bargaining meetings.

5.0 ACTION ITEMS**5.1 Updated Job Descriptions – Tanya Trump****5.1.1 Program and Event Coordinator (Career & College Resources)**

Manager Trump advised that the job description in its present format was drafted as part of the Decade of Difference initiative in approximately 2010. The programs offered within have changed and many no longer exist at all. She proposes this update to meet current and future needs, as one employee in the position has retired and the other is planning to do so. It is mostly a language update, with the biggest change being the educational requirement. She believes the requirement of a Masters degree or Bachelors with experience should be lowered to a “Bachelors

degree preferred, but Associates with other qualifications accepted.” After reviewing the range at which this position is placed, there are no other jobs within the search parameters that require a Masters degree. The range of the position would not change and stay at 12. No questions from Commissioners. Commissioner McKinzie moved to approve the updated job description. Commissioner Demello seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Director Jenny Bowen remains out on leave. Superintendent Davies-Hughes provided a brief Personnel update in her absence, which is hoped to not extend much farther than early March. He noted that the Personnel office has been working hard at keeping things flowing and meeting the various challenges with success. He gave updates on the new hires, separations and vacancies, advising that the vacancy list has been shortening in length over the past few months and especially coming out of Covid. Personnel moving ahead with streamlining the onboarding process.

7.0 REVIEW TRAVEL CLAIM Commissioner Demello put a reminder out to herself and Commissioner McKinzie to complete the travel claim form received earlier.

8.0 ADJOURNMENT Commissioner Demello adjourned the meeting at 3:14 p.m.