

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES****March 12, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on March 12, 2024. Commissioner Danette Demello called the meeting to order at 3:05 p.m.

**Present** – Commissioners Danette Demello and Will Folger; Commissioner Joe McKinzie present from 3:10 pm.

**Others Present-** Ariel Aaron – Director of Human Resources; Corey Weber – Assistant Superintendent; Chris Marney – Transportation Supervisor

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from February 13, 2024. Commissioner Folger made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment.

**4.0 SUPERINTENDENTS REPORT** Superintendent Michael Davies-Hughes was unable to be present, but Director Aaron gave a short report on his behalf. At the February 14, 2024 Board of Education meeting, a motion was approved to petition the Humboldt County Office of Education to terminate the Merit System, which has started the clock on actions to be taken. Suggestion made that Commissioners review the process at the next meeting.

**5.0 ACTION ITEMS****5.1 Updated Job Description & Reclassification – Corey Weber****5.1.1 Executive Director of Insurance Services**

Assistant Superintendent Weber advised that historically, this position consisted of two separate management positions and the job description has not been updated in the last seven to eight years. A revamp was held off on until it could be discerned if the job could be held together as a single position (with some redistribution of duties) and that has happened, with the current employee having done so for the last five years. The two boards overseeing the position, the North Coast Schools Medical Insurance Group and the North Coast Schools Insurance Group met with

Superintendent Davies-Hughes and agreed to this updated job description and re-title. With the increased responsibility, a reclassification of one class (11 to 12) is put forth. Commissioner Demello moved to approve the description and the reclassification. Commissioner Folger seconded. Motion carries.

## **5.2 Updated Job Description – Corey Weber**

### **5.2.1 Department Secretary for Transportation and Fiscal Services**

Assistant Superintendent Weber introduced Supervisor Marney and gave a brief description of the Transportation Department and the history of the position. Originally approved as a department secretary for Transportation and the Sequoia Conference Center (SCC), the logistics failed to meet the expectations. Since then, the SCC has resolved their clerical issue. Still in need of support, this position proposes to share a secretarial position with the Fiscal Services Department, which also needs support due to the exponential increase in memos and communications to districts. No change in salary range. Commissioner Folger moved to approve the modifications to the description. Commissioner Demello seconded. Motion carries.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

6.1.1 Director Aaron spoke again of the Career Fair set for March 23<sup>rd</sup> and believes there are around ten districts signed up, along with some HCOE departments; multiple advertisements have gone out via radio, television and bus wraps. She then briefly reviewed the new hire, separation and vacant positions. Commissioner McKinzie advised of the CSPCA Merit Academy – discussion ensued regarding the possibility of Personnel Commission being dissolved and whether there were any advantages to attending the Academy. Director Aaron will review timelines for both the termination of Merit Systems and the Academy.

### **7.0 REVIEW TRAVEL CLAIM**

**8.0 ADJOURNMENT** Commissioner McKinzie adjourned the meeting at 3:35 pm.