

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**April 09, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on April 09, 2024. Commissioner Joe McKinzie called the meeting to order at 3:01 p.m.

Present – Commissioners Joe McKinzie and Will Folger

Not Present – Commissioner Danette Demello

Others Present- Michael Davies-Hughes – Superintendent; Ariel Aaron – Director of Human Resources; Katie Cavanagh – Assistant Superintendent for Student Programs & Services; Genevive Macias – Director of Early Education; Jean Legaz – CSEA President

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from March 12, 2024. Commissioner Folger made a motion to approve minutes. Commissioner McKinzie seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Michael Davies-Hughes reminded the Commission that CSEA was proceeding with the steps necessary to terminate the Merit System at HCOE. A meeting was held with CSEA to discuss discipline, reclassifications, vacancies and transfers and review what areas and situations would not be covered, should the Merit System be successfully terminated, and how to make provisions for those. CSEA President Legaz advised it is a lengthy process and they are still in the beginning stages.

5.0 ACTION ITEMS**5.1 New Job Description – Genevive Macias****5.1.1 Program Funding and Data Analyst – Early Education**

Director Macias advised the Commission that the Early Education Department is a newer one at HCOE. The programs encompassed by Early Education have an immediate need for a position that can provide the extensive amount of data being requested for various grants. This would also be a start for a collective approach for all programs. Rather

than contract out, building infrastructure is desired. This position would allow planning based upon data and indentified needs, rather than having to be reactive. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.2 New Job Description – Genevive Macias

5.2.1 Early Childhood Mental and Behavioral Health Clinician

Director Macias stated that the SELPA office has a similar position to this. However, this would be from birth to 8 specifically. The position would allow billing for mental health services, with a goal of being able to generate the revenue to fund the position.. There is a portion of the community of children that are identified as needing special education services, but who really have other issues not related to the specific label of special education. This would help provide training for teachers and can be viewed in the light of pre-intervention for the TK-Kindergarten population. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.3 Updated Job Description and Reclassification – Genevive Macias

5.3.1 Coordinator, Local Child Care Planning Council

Director Macias has compared coordinator positions operating in a similar capacity at other county offices and is presenting a range commensurate with both other counties and also current HCOE positions (Range 17; position currently a 12). There is a high level of reporting and management of funds with this position, along with grant management and a significant amount of interface with the community. The job description itself has been updated, but without much change. Commissioner Folger requested a seond look at the small changes in qualifications and to make certain those qualifications still align with other coordinator positions to a reasonable degree. If so, no need to bring this back to the Commission for additional approval. Commissioner Folger moved to approve the reclassification and the description with the qualification caveat. Commissioner McKinzie seconded. Motion carries.

5.4 New Job Description – Katie Cavanagh

5.4.1 Specialized Funding Analyst

Assistant Superintendent Cavanagh advised that this position is an expansion of a prior successful position, originally designed to handle reimbursements for students with special education needs. This would expand the service to the districts and not limit it to special education. There is a need for this fiscal support for both billing and reimbursements. 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 a new system is being worked out to better facilitate the principal of Glen Paul School, Damon Collier, with the hiring of para educators. A new pool system is being tried that would hopefully mean greater flexibility in his hiring and placement, while still meeting the audit requirements of the Human Resources Department. Also, there is currently a meeting set with the IT Department regarding how to better streamline the application process.

6.2 REVIEW OF PROCESS – Termination of Merit System

- 6.2.1 Director Aaron briefly went over the one page timeline of the termination process. The first step was completed at the February CSEA meeting. The twelfth step was mentioned earlier in this meeting, regarding the Superintendents' responsibility to adopt rules and regulations regarding employment of classified employees. Commissioner Folger mentioned that he would be interested in being the necessary Commission member for the Tabulation Committee (part of the fifth step).

7.0 REVIEW TRAVEL CLAIM

- 8.0 ADJOURNMENT** Commissioner McKinzie adjourned the meeting at 3:33 pm.