

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**June 11, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on June 11, 2024. Commissioner Joe McKinzie called the meeting to order at 3:00 p.m.

Present – Commissioners Joe McKinzie and Danette Demello

Not Present – Commissioner Will Folger

Others Present- Michael Davies-Hughes (present from 3:05 pm) – Superintendent; Ariel Aaron – Director of Human Resources; Lex Rohn – Principal of Court & Community Schools; Haley Jones – Executive Director of Humboldt-Del Norte SELPA; Lynne Mahony – Supervisor of Health; Tanya Trump – Director of Career & College Resources; Peter Stoll – Director of Prevention & Intervention Services

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from April 09, 2024. Commissioner Demello 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 stated the organization is in the midst of planning for next year and mentioned that the biggest hurdle being faced is that of space for employees. HCOE is looking for additional facilities, but has thus far come up empty. At the moment, they are specifically looking for dual purpose space for the relocating Career & College Resources department and are needing a place that can accommodate both classroom CTE and offices.

5.0 ACTION ITEMS**5.1 Modified Job Description – Lynne Mahony****5.1.1 Licensed Vocational Nurse/HCOE Health Team**

Supervisor Mahony gave an overview of both the modifications to the position and the reasoning behind them. She mentioned districts have been frequently requesting CPR trainers and this position incorporates that

responsibility. Commissioner Demello questioned the specificity of the age range in the job description summary and leaves it to Supervisor Mahony and Director Aaron as to whether they wish to make that sentence more general. Commissioner Demello moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.2 Modified Job Description – Haley Jones

5.2.1 Low Incidence Support Technician (SELPA)

Executive Director Jones advised that the current job description is directed only at the Deaf and Hard of Hearing section of students, but it really should be in support of all staff and Low Incidence, which includes other sections of students, such as vision impaired. The purpose of bringing this forward is to update the description to current standards and responsibilities. Commissioner Demello spoke to keeping certain elements of descriptions short and simple, key elements, etc. Director Aaron stated she would work with Executive Director Jones on clarifying a few portions. Commissioner Demello defers that judgment to Director Aaron. Commissioner Demello moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.3 New Job Description – Tanya Trump

5.3.1 Program Funding and Data Analyst

Director Trump let the Commission know that this position, although new to her department, is very similar to one approved by the Commission for another department previously. This position is needed in Career and College Resources due partly to the responsibility of collecting and analyzing the data of thirteen different counties and working with their budgets, etc.. Commissioner Demello moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.4 Modified Job Description with Reclassification from Certificated Management – Katie Cavanagh

5.4.1 Court & Community School Counselor

Principal Rohn stated the original description (currently certificated management) required a PPS credential. Other employees have since been hired that have taken on some of the responsibilities of that position. Therefore, the proposal is to retire the certificated management position and reclass this as a classified management position, with an adjusted description. This would mean the ability to hire someone closer to the last holder of this position and to place emphasis on lived experience, better suiting the needs of the program and students and opening the pool of potential candidates. Commissioner Demello moved to approve the description and reclassification. Commissioner McKinzie seconded. Motion carries.

5.5 New Job Descriptions – Peter Stoll

5.5.1 Mental Health Clinician

5.5.2 Mental Health Clinical Services Program Manager

Both descriptions were discussed simultaneously. Director Stoll advised that the Clinician is a specialist level position. The Program Manager will help schools start recouping fees and will help reimagine the partnership with Humboldt County Behavioral Health. The employee hired will be able to supervise and help others toward licensure, thereby serving the need to help with workforce development, along with identifying providers, attending grant reporting meetings and working with various fiscal departments. The Clinician position (a specialist level position) will work directly with districts, helping with social-emotional supports, crisis response and help to supervise Behavioral Wellness coaches. Commissioner Demello confirmed the positions were on different salary ranges. Commissioner Demello moved to approve the descriptions. Commissioner McKinzie seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

- 6.1.1 Director Aaron is seeing the end of her first school year at HCOE. She is in the midst of creating and implementing a Violence Prevention Program and has started the process with a survey sent to all HCOE staff. She let the Commission know that effective June 1st, there is a requirement for any employee sitting on an interview panel to have been trained in Avoiding Implicit Bias. Also, that the DEI Roundtable meetings will be starting again in the fall and will continue looking at HCOE recruitment practices and possible ways to improve.

6.2 REVIEW OF PROCESS – Termination of Merit System

- 6.2.1 Director Aaron advised that CSEA has the 40% of signatures needed and they will present to the Board of Education tomorrow. From there, they have a certain period of time for the remaining steps (tabulation, forum, secret ballot, etc). Commissioner Demello asked if the Commissioners would be noticed of the various milestones and dates. Director Aaron stated she would advise the Commissioners and that one of them (already decided at a past Commission meeting) would sit on the Tabulation Committee.

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner McKinzie adjourned the meeting at 3:26 pm.