

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**June 13, 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 June 13, 2023. Commissioner Will Folger called the meeting to order at 3:10 p.m.

Present - Commissioners Danette Demello, Will Folger and Joe McKinzie

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Janice Lourenzo – Director of School Support; Tanya Trump – Director of Career and College Resources

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from April 11, 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 spoke regarding the recent union negotiations. HCOE has achieved a 2 year agreement with both CSEA and HCSTA. The process was both productive and positive. The end of the school year has arrived and HCOE is planning for next year – plans for increased services for students and more positions to support those students and services.

5.0 ACTION ITEMS**5.1 New Job Description – Janice Lourenzo****5.1.1 Dept Secretary – School Support**

Director Lorenzo advised that this position is technically a new position, but really doesn't deviate from other department secretary descriptions at HCOE, with the exception of minor, program-specific details. This position is needed due to increased demands of charter schools, which are best met through the addition of a department secretary. The need for more support, both clerical and otherwise, of the local districts and charters is increasing – there are currently 31 districts and 15 charter schools. Discussion regarding salary classification (confusion between ranges 6 and 12). Should be range 6, in keeping with other department

secretary positions. Typo on Recommendation form, but confirmed that range 6 is correct. Commissioner Folger moved to approve the new job description. Commissioner McKinzie seconded. Motion carries.

5.2 New Job Descriptions – Tanya Trump

5.2.1 TPP Coordinator – Career and College Resources

Director Trump shared history and envisioned future of this position. It functions in its current form to help those over 16 become career and college ready. Originally, the position was two tier, but the upper tier has moved into a more managerial position and the lower tier is retiring. It is time to make this new incarnation a full time, single person opportunity. This position would be the coordinator of the program. Community schools and juvenile hall need direct service and we need to be sure we are meeting all state requirements. The position is similar to the Expanded Learning Coordinator and at a higher level than a Lead Vocational Caseworker. It will require a Bachelors degree and experience with those with special needs. Forty percent of the position will consist of direct service and sixty percent will be in-house support for the seven caseworkers around the county; reporting duties, etc. There are currently 20-40 students who could qualify for this direct service. The Lead Vocational Caseworker position will shift to direct service with some of the smaller charters and this new full time position will take on all the administrative duties and service to the community school. Discussion regarding education/experience. Suggestion for the experience position to be more generalized (such as “rehabilitation or vocational work” rather than the term Technician), so that more candidates can see their potential for the position. Discussion regarding amount of time for experience required for this position. Range to be at 17. Commissioner Folger moved to approve the new job description, with the minor adjustments discussed and assurance that Director Jenny Bowen is reviewing all descriptions for classification and comps. Commissioner Demello seconded. Motion carries.

5.2.2 Work-Based Learning (WBL) Specialist – Career and College Resources

Director Trump discussed the evolution of this new position and the fact that most counties now have a full time WBL Specialist. They handle job shadowing, paid and unpaid work experiences, etc. Currently, the responsibility falls on the Internship Coordinator, who is now retiring. In the past year, twenty-seven students were supported from different schools around the county and she would like to see that number increased to the sixty student range. The WBL Specialist supports the TPP and Workability programs, finding sites for work experiences and setting contracts between students and supervisors and also handling the compliance paperwork. A full time position is needed to focus on these matters, as Humboldt County employers have been opening their doors to

these students. She believes the position fits well in range 12, along with other positions currently similar and active. Commissioner Folger stated he was pleased to see the investment in employer related work with young adults and the exposure to careers, along with increased state support. Commissioner McKinzie moved to approve the new job description. Commissioner Demello seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Director Jenny Bowen was unexpectedly out, so no updates received from the Personnel Department.

7.0 REVIEW TRAVEL CLAIM Confirmation that travel claim forms were emailed to the commissioners ahead of this meeting and were received by all.

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 3:55 p.m.