

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES

August 13, 2023

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on August 13, 2024. Commissioner Danette Demello called the meeting to order at 3:00 p.m.

Present – Commissioners Will Folger and Danette Demello

Not Present – Commissioner Joe McKinzie

Others Present- Ariel Aaron – Director of Human Resources; Genevive Macias – Director of Early Education; Taylin Titus – Director of Insurance Services; Doug Lee – Director of Technology; Jean Legaz – CSEA President; Katie Cavanagh – Assistant Superintendent, Student Programs & Services; Corey Weber – Assistant Superintendent, Business Services

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from June 11, 2024 and July 16, 2024. Commissioner Folger made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Director Aaron stood in for Superintendent Michael Davies-Hughes and advised that the normal school schedules are resuming and HCOE is geared up for the start of the year. The Welcome Back Breakfast is to be held this Friday. HCOE has leased H St office space in Eureka and the Prevention & Intervention, Foster & Homeless Youth and some of the Student Programs & Services departments will be located there.

5.0 ACTION ITEMS

5.1 Modified Job Description – Genevive Macias

5.1.1 Education Initiatives Coordinator

Director Macias advised that this position recently came before the Commission in a different form (and title). This revision is the result of changes within Early Education. The position now includes the TUPE program (Tobacco Use Prevention Education) and much coordination – reporting, compliance, etc. Discussion regarding the increase in minimum

qualifications and range. Director Aaron to review and make sure there is parity amongst similarly titled positions. Commissioner Folger moved to approve the description. Commissioner Demello seconded. Motion carries.

5.2 Modified Job Description & Reclassification– Taylin Titus

5.2.1 Benefits Specialist – Insurance Services

Director Titus stated that the current employee is retiring, so the description is being revisited and updated. The position has evolved and there is more independent work and one-on-one with districts, as well as overseeing (but not managing) the work of the Benefits Clerk. Discussion regarding title, future format of job descriptions, minimum qualifications, etc. Commissioners would like to see the wording “high level” be replaced with “advanced.” This will be done. Reclassification from range 12 to 15 requested. Commissioner Folger moved to approve the description and reclassification. Commissioner Demello seconded. Motion carries.

5.3 New Job Description – Doug Lee

5.3.1 Computer Systems Coordinator

Director Lee let the Commission know this description was based upon an older, approved description from 2000. Since then, technology, duties and needs have all evolved and expanded. This position has many duties relating to network administration (cloud, firewall, cyber security, etc). It will also deal with surveillance, servers and the like. Assistant Superintendent Weber added that this position does not manage people, but programs with a high responsiveness level. Discussion regarding hierarchy of titles within organization, pay range and management status. Commissioner Folger moved to approve the description. Commissioner Demello seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

6.1.1 Director Aaron advises she has created an Exit Survey to be sent to employees upon separation. There is also now a Workplace Violence Prevention Plan in place and ongoing training of staff.

6.2 REVIEW OF PROCESS – Termination of Merit System

6.2.1 Per Director Aaron, the petition of 40% of voters was presented by CSEA to the Board of Education. Signatures were confirmed. Next step is to hold an open forum to hear from those in favor and against. This is set for 08/28/24 and notices will be sent out to employees so all know the date, time and purpose. There will be a secret ballot following.

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner Demello adjourned the meeting at 3:25 pm.