

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**September 10, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on September 10, 2024. Commissioner Joe McKinzie called the meeting to order at 3:02 p.m.

Present – Commissioners Will Folger (from 3:06 pm), Danette Demello and Joe McKinzie

Not Present – Superintendent Michael Davies-Hughes

Others Present- Ariel Aaron – Director of Human Resources; Jean Legaz – CSEA President; Katie Cavanagh – Assistant Superintendent, Student Programs & Services; Corey Weber – Assistant Superintendent, Business Services; Colby Smart – Deputy Superintendent; Gillian Townsend – School Attendance and Family Support Manager with the Prevention & Intervention Department

Public-None present

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

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Director Aaron stood in for Superintendent Michael Davies-Hughes and read a short report regarding the theme for the year, the pillars and goals of HCOE, the recognition of staff and the possible termination of the Merit System (which was also addressed with Agenda Item 6.2).

5.0 ACTION ITEMS**5.1 CSEA Position Templates and Description Updates – Corey Weber**

- 5.1.1 **Advisor, Analyst, Secretary, Specialist, Technician I & Technician II**
Assistant Superintendent Weber advised that HCOE created a subcommittee to work with CSEA and negotiate changes in job descriptions, starting with Fiscal and Human Resources, as they are based upon a similar structure. The templates provided are a core for the general job categories and are working templates. No action needed from the Commission – this is just to inform the Commissioners of the structure of

job descriptions moving forward. He spoke to the process and who the representatives are/would be for departments on this subcommittee. Commissioner Demello gave feedback on the templates.

5.2 New Job Description – Katie Cavanagh

5.2.1 Specialized Funding Technician

Assistant Superintendent Cavanagh stated that the position being discussed is needed to support the LEA Billing Option Program and also to support internal programs. At the time the first incarnation of this position appeared, someone was needed for these tasks, but it wasn't understood the scope of what would be entailed and there was not an adequate job description available. This description is what the position is currently. Commissioner Demello made observations regarding education and experience and the template versus the description. Director Aaron will review and align. Commissioner Demello moved to approve the description. Commissioner Folger seconded. Motion carries.

5.3 New Job Description(s) – Gillian Townsend

5.3.1 Holistic Wellness Coach I/II

Manager Townsend explained that the State of California is investing in Child and Youth Mental Health Wellness Coaches and HCOE has received grants for 5-9 new positions. The vision is that there will be coaches working internally and also out in the districts. The idea is to hire as a I and once the employee has been through the Cal Poly Bachelor program, move them through to a II. Commissioner Demello moved to approve the description. Commissioner Folger seconded. Motion carries.

5.4 New Job Description – Colby Smart

5.4.1 School Social Worker

Deputy Superintendent Smart spoke to this originally being a certificated management position. It now seems more appropriate that it be a classified management position. The idea is for this position to be split between the Foster & Homeless Youth and Court & Community School entities. There will be an element within the position of supervising interns. Commissioner Demello made some observations, which Director Aaron plans to address with the Foster & Homeless Youth manager prior to posting the position(s) for hiring. Commissioner Demello moved to approve the description(s). Commissioner Folger seconded. Motion carries.

5.5 Job Description Reclassifications & Retitles – Ariel Aaron & Corey Weber

5.5.1 Personnel Benefits Technician (range 12) to Human Resources Specialist (range 15)

Director Aaron advised that this position is centered more on position management than benefits. With the nuances of tracking, updating, etc for the HCOE employees within the system and the high level of responsibility required, the employees within the position move beyond “technician” and are more “specialist.” Commissioner Demello moved to

approve the reclassification and retitle. Commissioner Folger seconded. Motion carries.

5.5.2 **Human Resources Analyst (range 18) to Human Resources Advisor (range 20)**

Director Aaron let the commission know that there have been significant duties added to this current position, thus the request presented today. Commissioner Demello mentioned the Distinguishing Characteristics appear minimal – Director Aaron will add more information. She also mentioned education and experience and a difference between template and description. Director Aaron will review. Commissioner Demello moved to approve the description with changes discussed and reclassification. Commissioner Folger seconded. Motion carries.

5.5.3 **Senior Account Technician (range 9) to Accounts Payable & Receivable Auditor (range 12)**

Assistant Superintendent Weber noted that having someone audit A/P and A/R for both HCOE and LEAs moves the current position beyond entry level. The Technician I processes the work, while the Technician II audits others. This has a higher level of responsibility and is therefore misclassified. Commissioner Demello advises she would expect to see the education and experience section of the description have more specifically fiscal elements. Assistant Superintendent Weber will revisit prior to any posting. Commissioner Folger moved to approve the description and reclassification. Commissioner Demello seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

6.1.1 Director Aaron advises the Superintendent's Report handled the aspects of the report she was to present.

6.2 REVIEW OF PROCESS – Termination of Merit System

6.2.1 Per Director Aaron, she is working on a ballot with CSEA President Legaz. This to be completed by the next meeting. Forum has already been held and the next step is the secret ballot to all classified employees, which a tabulation committee will then review. If the results are in the affirmative, then there will be a presentation at the October Board Meeting and the Merit System will terminate effective November 1, 2024.

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner McKinzie adjourned the meeting at 3:57 pm.