

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**September 12, 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 12, 2023. Commissioner Will Folger called the meeting to order at 3:01 p.m.

Present - Commissioners Will Folger and Joe McKinzie

Absent – Commissioner Danette Demello

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Katie Cavanagh – Assistant Superintendent, Student Programs and Services; Felicia Doherty – Program Manager of School Support

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from July 18, August 08 and September 05, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Folger seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes brought the Commissions' attention to a current bill being brought forward to the governor's desk. Assembly Bill 1699 proposes changes to current California educational hiring practice for classified employees. Current, nonprobationary classified employees who meet, or could possibly meet, the minimum qualifications for a vacant position if they were provided with up to 10 hours of paid training by the employer, would be given preference for filling the vacancy. Positions would be posted for ten days in-house only, prior to making any posting outside the organization. This bill seems to have the support of the unions, but represents a challenge for employers to implement. The bill is not signed as of yet, but general thought is that it may likely be signed, with amendments. Superintendent Davies-Hughes also gave a short update regarding the Personnel Department. Administration is reviewing and revising the job description for a new Director of Personnel/Personnel Director and once finished, he will bring this description forward for approval by the Personnel Commission.

5.0 ACTION ITEMS**5.1 New Job Description – Felicia Doherty and Colby Smart****5.1.1 Community School Greenhouse Technician:**

Felicia Doherty advised the Commissioners that this is a new, unique position that will support instruction with the Humboldt Hydro Farms program. In the past, the Court and Community Schools have been contracting with AM Hydro, but this is not a long term solution for the need for a full time position with HCOE. After assessing the need and future viability of such a position, she is bringing forth this description for review and approval. The position is specialized to the greenhouse and that particular CTE program. There has been increasing expansion – East High has now signed on, as well. Deputy Superintendent Smart advised that this position is unique in the types of technology and data systems used to run this program and the greenhouse itself, along with the unusual hours (primary point of contact if something happens in the middle of the night – a sort of “on-call” situation). PSPS outages, potential break-ins, etc, all necessitate the need for the schedule, as many other things will be affected should the greenhouse experience a power failure. Produce from the greenhouse is distributed to local food banks and schools, and someone needs to be available to troubleshoot issues as they arise. Commissioner Folger wanted to know if, among the many Technician variations throughout the HCOE organization, this position had been researched and compared for appropriate placement on the salary schedule (range 12), parity, etc. Deputy Superintendent Smart advised that it had been reviewed and he stands behind the recommendation made today. Commissioner McKinzie confirmed that this is a 12 month position and then moved to approve the position as proposed. Commissioner Folger seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

- 6.1.1 Superintendent Davies-Hughes will be providing updates until a new Director of Personnel is hired. He advised that although there are a number of vacancies, he is pleased to see HCOE has been filling them with quality applicants.

7.0 REVIEW TRAVEL CLAIM Commissioners have signed their claims and will return them at close of meeting.

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 3:15 p.m.