

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION****November 01, 2023****5:00 PM**

Humboldt County Office of Education – The Annex
901 Myrtle Ave., Eureka, Ca. 95501

SPECIAL SESSION MINUTES**1.0 CALL MEETING TO ORDER/ROLL CALL**

Commissioner Folger called the special session of the Personnel Commission to order at 5:02 PM with a quorum present.

PRESENT: Will Folger, Joe McKinzie
ABSENT: Danette Demello
STAFF PRESENT: Michael Davies-Hughes, Colby Smart, Corey Weber,
Natalie Carrigan, Stacy Young

2.0 PUBLIC COMMENT

There were no public comments.

3.0 ACTION ITEMS**3.1 New Job Description – Corey Weber and Colby Smart****3.1.1 (Split) Department Secretary – Community Outreach & Engagement and Sequoia Conference Center**

Staff shared a report with the Commission outlining the reasons for bringing the new position for approval.

It was moved/seconded by McKinzie/Folger to approve the new position of Department Secretary – Community Outreach & Engagement and Sequoia Conference Center. Ayes 2, noes 0, absent 1, abstain 0. Motion carried.

4.0 ADJOURNMENT

Commissioner Folger adjourned the meeting at 5:13 PM.