

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES****November 14, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on November 14, 2023. Commissioner Will Folger called the meeting to order at 3:04 p.m.

**Present** - Commissioners Will Folger and Joe McKinzie; Danette Demello present from 3:05 p.m.

**Others Present-** Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Rosie Slentz – Director of Learning Support Services; Lynne Mahony – Supervisor of Health; Natalie Carrigan – Executive Assistant to the Superintendent

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from October 10, 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 advised there is no report at this time.

**5.0 ACTION ITEMS****5.1 New and Updated Job Descriptions – Rosie Slentz****5.1.1 Nutrition Education Specialist I and II:**

Director Slentz advised Specialist I is a new position and the Specialist II position is an update to an existing job description. The purpose of the two positions being brought forward are due to streamlining the structure of the department and reviewing current descriptions to be sure they align with the work being done. It was determined that there should be a Nutrition Education Specialist I and II due to differences in the education required, the responsibilities and the scope of work. This job description also corrects a current issue where the person in the position does not have an appropriate job description to match the work they are doing. Assistant Superintendent Smart advised that there was a meeting with the union regarding this position and they concurred with the salary range (Range 12) for Specialist I. The Specialist II position is an updated description to match the work currently required

of that position. It is also being reclassified to a Range 17 to be more in line with colleagues performing similar work. Commissioner Demello reiterated a desire to see more historical memorialization in the Recommendation Forms being presented, as it would be useful in future if anyone looked back to understand the reasoning of any actions taken. Commissioner Folger moved to approve both positions. Commissioner Demello seconded. Motion carries.

## **5.2 Updated Job Description – Lynne Mahony**

### **5.2.1 Medical Clerk:**

Supervisor Mahony began by advising this position is being updated to both more accurately represent the duties of the position and to bring the language and terminology of the position description up to date. The main adjustments are to emphasize the team approach (which is a pillar of the Humboldt County Office of Education) and to add the new responsibilities and updated physical expectations. Commissioner Folger noted with approval the removal of a Masters degree under the “strongly preferred” educational section. Commissioner Demello questioned the formatting of the description as presented. Commissioner McKinzie confirmed the salary. Commissioner Folger requested that certain bullets be relocated to other headings, such as the mention of walking requirements from “Ability to” to “Physical Demands.” Commissioner Folger made a motion to approve the job description, with suggested changes. Commissioner Demello seconded. Motion carries.

### **5.2.2 Physical Therapist:**

Assistant Superintendent Smart spoke to this description and advised of the lack of this type of service for children in Humboldt County. It was noted that Mendocino County has fewer districts than Humboldt, yet employs two full time Physical Therapists for their county. Some of the challenges for Humboldt include the sheer size of this county and that many of these positions require children and families to travel long distances for services, which can be a burden. This position is intended to be itinerant and will take the services to the children who need them. Commissioner Demello noted that the Education and Experience section is rather extensive. There were also suggestions made to relocate various bullet points, where license requirements would make more sense within the description and various other edits. Commissioner Folger believes relocating some things will add clarity to the description and to the applicants applying. Commissioner Demello spoke again of her desire for more historical reference on the Recommendation Form and thought the one presented for this description was a bit informal. Commissioner McKinzie made a motion to approve the job description, with suggested changes. Commissioner Folger seconded. Motion carries.

## **5.3 Discussion regarding process for Appointment of Director of Human Resources**

Commissioner Folger is undecided on whether he will apply for this position, so recused himself from the discussion and left the room at 3:40 p.m. Superintendent Davies-Hughes passed out copies of the Personnel Commission rules, specifically

Rule 11, which pertains to the appointment of a Personnel Director. He also provided Commissioners with a draft timeline of the process. His desire is to see a Director of Human Resources by the start of 2024. As the timeline goes, the Superintendent intends to review the received applications for minimum qualifications on November 24<sup>th</sup> and 27<sup>th</sup>. On November 27<sup>th</sup>, the members of the Personnel Commission can come to HCOE and review the applications – a ranking sheet for each will be provided. Commissioner Demello did not want to restrict the number of potential interviewees to any particular hard number. The first round of interviews shall have one member of the Commission on the panel. This will be the chair (Will Folger) unless he decides to apply, in which case it will be Danette Demello. The second round of interviews will take place at the regular Personnel Commission meeting on December 12<sup>th</sup> in a closed session (there will be no other items that day). This will consist of the entire Personnel Commission and the members of HCOE’s Cabinet. The number of candidates moving forward for the second round will be either one or two. In order to be inclusive and transparent, prior to the second round, there will be a Candidate Forum, where the candidate(s) will answer moderated questions from HCOE staff. Commissioners Demello and McKinze confirmed their availability for the second round. All parties present were in agreement with this timeline and process.

#### **5.4 Discussion regarding future meeting dates for Personnel Commission**

Commissioner Folger re-entered the proceedings at 4:00 p.m. Meeting dates have only been confirmed through November at the earlier request of the Commissioners. This discussion item is to confirm whether the Commission wishes to change their meeting dates in future. Consensus was reached that this topic will be addressed at the organizational meeting in the new year. The commissioners wish to wait until January and the addition of the new Director of Human Resources prior to making any changes to the current schedule of every second Tuesday at 3:00 p.m.

#### **5.5 Discussion regarding Commissioner terms**

Executive Assistant Carrigan researched the term limits and requirements and presented a sheet listing out the commissioners’ term expiration dates along with the pertinent sections of Ed Code. The expirations are staggered so that each year, there should be an expiration of the term of one commissioner. In August of each year, the Director of Human Resources is to advise the Board of Education of the Commissioner whose term is ending and their home address, appointing authority and intent to continue serving or to step down. This subject will also be reviewed again at the organizational meeting. Commissioner Folger advises that he would step down from the Commission if he applies to the Director of Human Resources position at HCOE; if he does not apply, he intends to continue to serve.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF PERSONNEL**

**6.1.1** Superintendant Davies-Hughes advises there are currently no updates to deliver.

**7.0 REVIEW TRAVEL CLAIM**

**8.0 ADJOURNMENT** Commissioner Folger adjourned the meeting at 4:21 p.m.