

HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501**MINUTES****August 26, 2022**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in a rescheduled session on August 26, 2022. Will Folger called the meeting to order at 9:02 a.m. Brief discussion on switching action item 4.1 and 4.2 due to an interview where Katie's presence was necessary. Acceptable to all present.

Present -Commissioners, Danette Demello and Will Folger

Others Present- Jenny Bowen - Director of Personnel; Michael Davies-Hughes – Superintendent; Colby Smart – Assistant Superintendent of Educational Services; Janice Lourenzo – Director of Learning and School Support Services; Katie Cavanagh – Director of Special Education.

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from June 29, 2022. Danette made a motion to approve minutes. Will seconded. Motion carries.

3.0 PUBLIC COMMENT No comment

4.0 ACTION ITEMS**4.1 New Job Description – Katie Cavanagh****4.1.1 School Audiometrist:**

Katie gave an overview of the position and the requirements and reasoning behind proposed salary level. Position is needed due to the necessity of providing essential services—mandated hearing and vision services, in particular. Discussion of educational requirements and whether the proposed pay schedule was equitable. Will moved to approve the position with increased salary adjustment to level 4 and some grammatical corrections to the job description. Danette seconded. Motion carries.

4.2 New Job Description – Janice Lourenzo**4.2.1 Data and Reporting Specialist:**

Janice provided background on formation of this job and the necessity. Restructuring within the organization necessitates some higher position functions be reallocated to a more functional job type so that we can effectively work with the districts and charter schools. This would be a public facing position. Discussion regarding range and salary and the title of the position itself (specialist versus analyst and the connotations, etc).

Will made a motion to approve the new position as proposed, with position title to be determined by staff. Danette seconded. Motion carries.

5.0 SUPERINTENDENTS REPORT

5.1 Superintendant Michael Davies-Hughes reported on the ability to finally fill long term vacant positions that have been sorely needed and the fact that we have high quality candidates applying. Budget and office are both healthy. Pleasure with being able to offer quality benefit package that helps to attract and retain employees. He mentioned the difficulty with everyone hiring from the same job pool, especially at this time of year, but that optimism is high within the organization.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Jenny reported on the status of the vacancies, new hires, etc within the organization. Shares same optimism expressed by Superintendant Davies-Hughes. Pleased with the opportunities to reframe structures within the organization and departments and the increase in the ability to hire qualified candidates. Shares that applicants and new hires have come in with extremely positive attitudes and high excitement. Will continue to rework salary schedules so HCOE remains an employer of choice. Organization struggles with hiring Instructional Aides, but will be focusing on strategies for recruitment. Also, a focus on equity practices in recruitment, reviewing job descriptions for any biased wording, questioning our current interview questions, etc and will keep Committee updated as progress is made.

7.0 REVIEW TRAVEL CLAIM Claim forms were sent to Commissioners with packets.

8.0 ADJOURNMENT Will adjourned the meeting at 9:46 a.m, with Danette seconding the adjournment