

Humboldt County Office of Education

Personnel Commission Meeting Minutes Sept. 11, 2018

The Personnel Commission of the Humboldt County Office of Education met in the Redwood Room in regular session on Sept. 11, 2018 at 5:15 p.m.

- 1.0 Roll Call- Danette Demello, chairperson called the meeting to order at 5:27 p.m. Commissioner Sheila Porterfield, Danette Demello were present, Will Folger absent.

Others Present-Stephanie Jackson Coordinator of Personnel Services, Chris Hartley, Superintendent, Doug Lee, Manager IT.

Public-CSEA Representative Maureen Yost.

2.0 REVIEW OF THE MINUTES

The minutes of the August 21, 2018 meeting were reviewed. There was a correction on the date, a correction of who was present at last meeting and the enumeration of the agenda. Danette Demello moved to approve the minutes for the August 21, 2018 meeting with the corrections of the date, those in attendance and the enumeration. Commissioner Sheila Porterfield seconded the motion. Motion passed.

Motion made by Danette Demello to move to item 5.0, action items and 5.1 next on agenda, Sheila Porterfield seconded, motion passed.

5.0 ACTION ITEM

5.1 REVIEW JOB DESCRIPTION FOR APPROVAL

- **Financial Systems Operations Specialist**

Changes were made to the job description Financial Systems Operations Specialist as requested by the Commission. The description now clarifies the level of position in terms of responsibility. This position will be at Range 45. Motion made by Danette Demello to approve the Financial Systems Operations Specialist at Range 45, Sheila Porterfield seconded motion. Motion passed.

3.0 PUBLIC COMMENT

Maureen Yost stated that there are two different Aide classifications. There is an Instructional Aide and a Program Aide. She also states hours should be rounded to .86 instead of .857. Stephanie Jackson will look into the aide titles and report back in.

4.0 PERSONNEL UPDATES

Stephanie Jackson gave an update. New Employee Orientation took place on August 28, 2018 in the Annex. They will continue to be held the 4th Tuesday of every month. Employees were notified by email and letter sent in the mail. Following the orientation there was a debriefing meeting with Monika Dekat and Mark Ahrens and they agreed upon having two separate rooms for union meetings as a continuation of the orientation meeting. Stephanie is also looking into Personnel Commission trainings to attend. Stephanie addressed the job listings on the minutes. She spoke with legal and it was determined that it is not appropriate to list the names of employees who have been recently employed, retired, resigned or have been terminated. The Unions are notified of all new hires each month. There was a question about exit interviews. Stephanie is looking into starting that process, and is researching industry standards. Stephanie asked the Personnel Commissioners what their interest was on having a Personnel Commission Training.

5.0 ACTION ITEM

5.1 REVIEW JOB DESCRIPTION FOR APPROVAL

- **Financial Systems Operations Specialist**

See above

6.0 NEW LEGISLATION

Dr. Hartley reports that school safety is being looked at more at the state level with the possibility of the need for more staff. There is possibility of starting school later possibly 8:30-8:35am. This is being targeted at middle school and high school. There have been studies about sleep deprivation for this age of child that show the need for a later start.

7.0 SUPERINTENDENTS REPORT

Dr. Hartley gave much praise and appreciation to all involved on the last job classification and appreciates all the hard work. Dr. Hartley commented that the Personnel Dept. is doing a phenomenal job under Stephanie Jackson's leadership. The department is working very hard while learning and improving.

8.0 REVIEW TRAVEL CLAIMS

No travel claims were brought forward.

9.0 Meeting adjourned at 6:13

The next regularly scheduled meeting: October 9, 2018 in the Alder Room at 5:15pm.