

HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501

MINUTES

June 29, 2021

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on June 29, 2021. Danette called the meeting to order at 3:10 p.m.

Present-Commissioners, Joe McKenzie and Danette Demello

Others Present- Jenny Bowen, Director of Personnel; Rosie Slentz, Coordinator of Learning Support Services; Genevive Macias, Program Manager, Special Beginnings; Katie Cavanagh, Special Education Director

Public-None present

2.0 REVIEW OF THE MINUTES Review of minutes. Joe made a motion to approve the May minutes. Danette seconded, minutes were approved as submitted.

3.0 PUBLIC COMMENT No comment

4.0 PERSONNEL UPDATES

4.1 REPORT BY DIRECTOR OF PERSONNEL Jenny Bowen reported about recent hires and integration of new software system currently being built for recruiting/hiring.

4.2 NEW HIRES Jenny Bowen reported on the new hires.

4.3 POSITION SEPARATION Jenny Bowen reported our current separations.

4.4 POSITIONS UNDER REVIEW Jenny Bowen reported our current position vacancies.

5.0 ACTION ITEM

5.1 Rosie Slentz

5.1.1 Rosie reported on the shifting needs of the department and the need for a lead library technician role to support projects. Joe made a motion to approve the new job descriptions. Danette seconded and motion was approved.

5.1.2 Rosie reported on a new position need to support after school and environmental literacy programs due to changes in staffing and current needs. Joe made a motion to approve the new position. Danette seconded and motion was approved.

5.2 Genevive Macias

5.2.1 Genevive reported on the plan to provide an integrated pre-school program through a grant opportunity available. Specific requirements for education/training are noted as part of the grant, therefore a need to create a new position to reflect those requirements. Joe moved to approve the Educator 1 position with suggestion to check minimum requirements. Danette seconded and motion was approved.

5.2.2 Genevive reported on the need for the integrated preschool to have a lead teacher and someone who would be managing the classroom. Suggestions to add language that education/training must be obtained within a certain time-frame should be added. Joe moved to approve the Educator 4 position. Danette seconded and motion was approved.

6.0 BUDGET REPORT Jenny Bowen reported on the budget. Normal changes in activity. There were no questions or follow up.

7.0 SUPERINTENDENTS REPORT N/A

8.0 REVIEW TRAVEL CLAIM Jenny Bowen emailed claims to Commissioners.

9.0 ADJOURNMENT Danette adjourned the meeting at 4:17 p.m.