**HUMBOLDT COUNTY PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES**

**May 11, 2021**

1. **CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on May 11, 2021. Will Folger called the meeting to order at 5:20 p.m.

**Present-**Commissioners, Will Folger and Danette Demello

**Others Present-** Jenny Bowen, Director of Personnel; Chris Hartley, Superintendent; Colby Smart, Assistant Superintendent Educational Services; Cindy Porter, CalSOAP Program Manager; Roger Golec, Foster Youth Director; Rosie Slentz, Coordinator of Learning Support Services

**Public-**None present

1. **REVIEW OF THE MINUTES** Review of minutes. Danette made a motion to approve the minutes. Will seconded, minutes were approved as submitted.
2. **PUBLIC COMMENT** No comment
3. **PERSONNEL UPDATES**
	1. **REPORT BY DIRECTOR OF PERSONNEL** Jenny Bowen reported about the challenges in recruitment and processes that are being put into place to be more strategic in advertising and outreach. She is working with the Communications Center team and program sites to initiate a new campaign for advertising HCOE positions. The website will also be updated to reflect these new changes and overall branding of outreach efforts.
	2. **NEW HIRES** Jenny Bowen reported on the new hires.
	3. **POSITION SEPARATION** Jenny Bowen reported our current separations.
	4. **POSTIONS UNDER REVIEW** Jenny Bowen reported our current position vacancies.
4. **ACTION ITEM**
	1. Cindy Porter presented two modified job descriptions and titles based on programmatic changes happening at the state level. The request was to modify the Cal-SOAP Event Technician to Program and Events Technician and Cal-SOAP Tutor Services Technician to Financial Aid and College Admissions Technician. In addition both positions would be changed from 11 month to 12 month positions in order to support the Summer Melt program requirements. Danette Demello made a motion to approve the modifications to the job descriptions, titles and work months. Will seconded and motion was approved.
	2. Roger Golec presented a modified job description and re-classification of the Foster Youth and Information System Data Technician position based on changes and growth within the program that have caused duties to shift and increase. Discussion about the title of the position to be more reflective of the work was suggested in addition to aligning the employment requirements to other like positions, such as Department Secretary. Will made a motion to accept the position modifications with the addition of a new working title to be decided by Personnel Director and Foster Youth Director and adjust the years of experience from 3 to 4 in order line up with other similar job positions in the organization. Danette seconded and motion was approved.
	3. Rosie Slentz presented a new position, Bilingual/Biliterate Community and Family Liaison. There was discussion around formatting and moving elements of the ‘ability to’ under employment standards as well as identify minimum experience and education. Danette moved to approve the position with suggested changes. Will seconded and motion was approved.
5. **BUDGET REPORT** Jenny Bowen reported on the budget. Normal changes in activity with the exception of the increase in conference fees for the Personnel Commission Academy that both Jenny and Joe are attending.
6. **SUPERINTENDENTS REPORT** Chris Hartley spoke about the diversity of positions that HCOE has and was so reflective of in this meeting. He also spoke about AB 438 and how that would provide classified employees with the same layoff notice and right to a hearing as certificated employees currently have and how much that would affect our current systems. Chris spoke about the Safe Schools team of employees who have been meeting weekly since the beginning of the pandemic to identify and discuss concerns, safety protocols and processes which has proved to be an excellent model in collaboration between our unit member employees and administration. HCOE is offering COVID surveillance testing twice a week which has been successful. There have only been two known cases of secondary transmission in schools since the pandemic began.
7. **REVIEW TRAVEL CLAIM** Jenny Bowen emailed claims to Commissioners.
8. **ADJOURNMENT** Will Folger adjourned the meeting at 6:32 p.m.