

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

**MINUTES**

**June 29, 2022**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on June 29, 2022. Danette called the meeting to order at 3:32 p.m.

**Present** -Commissioners, Danette Demello and Joe McKenzie

**Others Present-** Jenny Bowen - Director of Personnel; Michael Davies- Hughes – Superintendent; Colby Smart – Assistant Superintendent of Educational Services; Corey Weber – Assistant Superintendent of Business Services; Angela West – Director of Fiscal Services; Rachel Damme – Accounting Supervisor; Leah Lamattina – Director of Homeless & Foster Youth

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from May 10, 2022. Joe makes a motion to approve minutes. Danette seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment

**4.0 ACTION ITEMS**

**4.1 New Job Description – Leah Lamattina**

**4.1.1 Foster & Homeless Youth Caseworker:**

Leah gave an overview of the decision to combine the Foster Youth Casework and the Homeless Youth Caseworker into one position. This shift will create greater continuity within the department in regards to flexibility, greater cross position support and collaboration. Joe makes a motion to approve the consolidation of positions with minor edits. Danette seconds. Motion carries.

**4.2 New Job Description – Corey Weber**

**4.2.1 Payroll & Accounting Analyst:**

Corey provided background information regarding the payroll department and how there has been an increase in needs to provide additional payroll related services to our districts. By adding this position, it will provide much needed oversight and training and allow for technicians to address processing and initial review of district's payroll. Joe makes a motion to approve the new position, with minor edits. Danette seconds. Motion carries.

- 4.2.2 **Retirement Specialist:** Corey discussed the need for a retirement specialist as an interface between our districts and CalPERS and CalSTRS. There have been requests from districts and an increasing need to provide more thorough services with regards to the nuances of retirement reporting. Currently some of these services are being provided by a Prin. Acct Tech 1, but the responsibility of the work has not been fully defined. This new position will add support and align more closely with the responsibilities and duties of an Acct Tech II. Joe makes a motion to approve the new job description with minor edits. Danette seconds. Motion carries.

## 5.0 SUPERINTENDENTS REPORT

- 5.1 Michael Davies-Hughes reported on the recently released state budget and that it is something to celebrate given the positive impact it will have on HCOE and our districts. There will be an increase in on-going funding and allow HCOE to build capacity in much needed areas in order to better serve our districts.

## 6.0 PERSONNEL UPDATES

### 6.1 REPORT BY DIRECTOR OF PERSONNEL

- 6.1.1 Jenny reported on new hires, position separations and current vacancies. She also reported on the recent virtual job fair that HCOE hosted and that there were 555 registrants and of those 304 who logged into the platform. There were over 1400 visits to the various district virtual booths, with approximately 820 of those being unique. Participants included 177 from CA; 47 out of state; and 80 outside the U.S.

- 4 **REVIEW TRAVEL CLAIM** Claim forms were sent to Commissioners with packets.
- 5 **ADJOURNMENT** Danette adjourned the meeting at 4:07 p.m.