

HUMBOLDT COUNTY PERSONNEL COMMISSION

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**December 8, 2020**

- 1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in regular session on December 8, 2020 at 5:19 pm, Danette Demello called the meeting to order.
Present-Commissioners, Danette Demello and Joe McKinzie.
Others Present- Jenny Bowen, Director of Personnel; Diana Rocha, Personnel Department Secretary; Chris Hartley, Superintendent.
Public-None present
- 2.0 REVIEW OF THE MINUTES** Review of minutes. Joe Mckinzie made a motion to approve the 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 the COVID protocol for staff on site. She reported about the use of The Qualtrics Symptom Checker for employees to use daily. Jenny reported that our schools continue to be in distance learning until January and are now in distance learning.
- 4.2 NEW HIRES** Jenny Bowen reported on the new hires.
- 4.3 POSITION SEPARATION** Jenny Bowen reported our current separations.
- 4.4 POSTIONS UNDER REVIEW** Jenny Bowen reported our current position vacancies.
- 5.0 ACTION ITEM** There were no action items.
- 6.0 BUDGET REPORT** Jenny Bowen reported on the budget. There were no changes in activity.
- 7.0 SUPERINTENDENTS REPORT** Chris Hartley reported about the recent Town Hall meeting held via Zoom at HCOE. Best practices during this challenging time and communication were the main topics. He received a lot of good feedback from employees. Chris Hartley also mentioned new Cal OSHA guidelines he will be going over soon.

8.0 REVIEW TRAVEL CLAIM Diana Rocha will email claim to Commissioners Joe McKinzie and Danette Demello.

9.0 ADJOURNMENT Danette Demello adjourned the meeting at 5:29 pm.