

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**August 08, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on August 08, 2023. Commissioner Danette Demello called the meeting to order at 3:05 p.m.

Present - Commissioners Danette Demello and Joe McKinzie; Will Folger joined the meeting at 3:15 p.m.

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Natalie Carrigan – Executive Assistant to Superintendent; Rosie Slentz – Director of Learning Support Services; Tanya Trump – Director of Career and College Resources; Jean Legaz – Administrative Assistant to JPA unit and local CSEA President

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from June 13, 2023 and June 21, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes introduced all present. He commended the staff of the Personnel Department for working diligently during this challenging time and also hosting the Field Day, which welcomed staff to a barbecued lunch, games and outdoor time. He advised that there are a couple weeks to go until the start of the new school year and HCOE is helping with the staffing of various districts, in addition to our own. Commissioner Demello appreciated the acknowledgment of the Personnel staff.

5.0 ACTION ITEMS**5.1 New Salary Schedule – Katie Cavanagh****5.1.1 Early Education Management schedule**

Superintendent Davies-Hughes stated this item is a follow up to the last meeting. Briefly, the position approved needed a 216 day calendar/salary schedule and a 260 day calendar was what HCOE had in place. Therefore,

the 260 schedule was modified (overall salary) and each step pro-rated for a 216 calendar. This will be added to the salary schedules available, including language for longevity, etc. New schedule is now up for approval by commissioners. Commissioner McKinzie moved to approve the salary schedule. Commissioner Demello seconded. Motion carries.

5.2 New Job Description – Tanya Trump

5.2.1 Vocational Caseworker: TPP & Workability I – Career & College Resources

Director Trump stated this position existed years ago. With changes in the program and staffing/responsibility switches, there is now no need for a *Lead* Vocational Caseworker, simply a Vocational Caseworker for both the TPP and Workability programs. The suggested Range 4 is in line with caseworkers for Foster Youth and others. Commissioner McKinzie desired to understand the difference between this position and the old one. The main difference is that this position will serve all districts and in a more one-on-one capacity, providing direct assistance, whereas the previous incarnation had been more specialized and worked within either one program or the other. Commissioner Demello requested clarification regarding consistent review and placement of employees. As it currently stands, the flow runs as follows: the department manager takes the proposed position to Cabinet, where there is discussion regarding why it is necessary. The manager then gets the job description template for drafting the description itself, which is then taken to the Personnel Commission for review and approval. This assures that when items come to the Personnel Commission, the description has been reviewed, the format aligns, similarities have been identified for salary range suggestions, etc. Superintendent Davies-Hughes has reiterated that HCOE is looking to get all job descriptions in the same format, over a period of time. Commissioner McKinzie asked if a written test is part of the current interview process. Commissioner Demello put it that many times, the interview *is* the test. Superintendent Davies-Hughes advised that in certain circumstances, with certain positions, testing may be used to help inform the interview team regarding a candidate's potential for a position. Generally, the applications submitted are screened for the minimum qualifications based upon the job description, which then brings forth a ranking of the candidates. There is also a ranking scale on the interview questions and the interview panel further ranks the candidates on how questions were answered, overall impression, etc. Commissioner McKinzie stated he would look into the concept further, while Superintendent Davies-Hughes stated he would also check the Personnel Commission guidelines. Commissioner McKinzie moved to approve the position as it stands. Commissioner Demello seconded. Motion carries.

5.3 New Job Description – Rosie Slentz

5.3.1 School Nutrition Programs Specialist – Learning Support Services

Director Slentz advised that the current Manager of Nutrition Services is retiring. The organizational structure has changed and it is felt that HCOE can better serve the districts with this vacancy being replaced with a non-management position. Director Slentz will take on the management aspect (grant work, evaluations, etc) and the new position will handle the technical assistance, which will be invaluable to the districts. It will focus on classroom education and direct service to teachers in regards to food programs. Duties and salary range were discussed prior to bringing position to the Commission and it was decided that range 17 had the most parity in terms of responsibility levels and duties. Commissioner Demello spoke about the range and the salary schedule. Commissioner Folger asked about the similarities between the two positions and the level of requirements. Commissioner Demello confirmed that this position has lower education and experience requirements than the retiring position. Commissioner Demello moved to approve the position. Commissioner McKinzie seconded. Motion carries.

6.0 CLOSED SESSION

6.1 Pursuant to Section 54957 of the Government Code, the Personnel Commission will consider a personnel matter considering: Public Employee Discipline/Dismissal/Release.

7.0 RECONVENE TO OPEN SESSION

Commissioner Folger reopened the session at 4:43 p.m.

8.0 REPORT OUT ON CLOSED SESSION ITEMS

No items or actions to report out on the closed session discussion.

9.0 PERSONNEL UPDATES

9.1 REPORT BY DIRECTOR OF PERSONNEL

9.1.1 Superintendent Davies-Hughes advised he had no updates regarding Personnel. Commissioner Folger questioned the large number of vacancies. Superintendent Davies-Hughes advised it is due to a combination of factors, including the time of year.

10.0 REVIEW TRAVEL CLAIM

11.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 4:44 pm.