

HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501**MINUTES****December 12, 2022**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in a rescheduled session on December 12, 2022. Commissioner Will Folger called the meeting to order at 3:03 p.m.

Present -Commissioners Will Folger, Danette Demello and Joe McKinzie

Others Present- Jenny Bowen - Director of Personnel; Linda Prescott – Director of Nutrition Services; Dr. Peter Stoll – Director of Prevention and Intervention Services; Colby Smart – Assistant Superintendant of Education Services; Michael Davies-Hughes – County Superintendent of Schools

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from September 20, 2022. Commissioner Demello made a motion to approve minutes. Commissioner McKinzie seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised that four County School Board members recently took their oaths. He then spoke to the allocation of resources, specifically to the increased staff capacity in districts and that HCOE has scaled up staffing in order maintain responsiveness to the students of the various districts. HCOE has an increased need of facility space and has been creative to that end. The Resource Center has been under construction in order to facilitate the creation of office spaces. Cubicles there previously did not afford the confidentiality required for the servicing of various districts. Also, union negotiations are being set in regards to the upcoming 2023-2024 school year.

5.0 ACTION ITEMS**5.1 Reclassification & Updated Job Description – Linda Prescott****5.1.1 Farm to School Coordinator:**

Director Prescott gave overview of position and factors leading to the necessity of updating the classification and job description of this position. There has been a change at the state and national level that necessitates a higher level of performance; changes to procurement and organic waste laws; the need to interpret these various changes, laws and policies in order to communicate and provide exceptional services to districts. There

is a greater responsibility in regards to data analysis, grant and report writing and advisory response. She believes a move from the current range of 12 to a 17 would align more with other positions within this classification. Discussion regarding job description and duties and whether or not the current description/position should be kept and a new one created for the position potentially being created—are we moving away from old duties to an administrative position? Director Prescott advised that the change to this current position is not at a program management level at this point and will not be in the immediate future (and there is still the Director position). Consensus reached. Commissioner McKinzie moved to approve the position as proposed. Commissioner Folger seconded. Motion carries.

Discussion regarding switching Action Items 5.2 and 5.3. All agreed that 5.3 (Secretarial position) would be heard before 5.2 (Analyst position). Action Item numbering is hereby adjusted.

5.2 New Job Description – Dr. Peter Stoll

5.2.1 Prevention and Intervention Services Department Secretary:

Director Stoll gave a brief description of the need for the position. Department created in 2020 and has operated since that point without clerical staff. With the expansion of the program, staff members to run it and responsibilities to students and districts, the handling of various clerical functions, reports, scheduling, professional development, etc by the specialists themselves is no longer feasible. Discussion regarding whether this was a new position or an additional appointment to the current generalized Department Secretary class (the latter). Commissioner McKinzie made a motion to approve the new position as proposed (with slight formatting corrections). Commissioner Folger seconded. Motion carries.

5.3 New Job Description – Dr. Peter Stoll

5.3.1 Programmatic and Funding Analyst:

Director Stoll discussed the need for this new position. The need to capture fees and public funds, such as Medi Cal, CalAid, etc, to build capacity for wellness centers and staff throughout the county and also to analyze *how* to build and fund needed programs. This unique position will be shared, both in time and funding, between HCOE and the county Behavioral Health department and is intended to be a collaborative relationship for school based mental health. The hope is to build relationships to bring in funds and provide services that were previously not possible in a rural county such as Humboldt. He noted that Del Norte county has just hired a similar position and the need for this type of position is on the rise in many county offices within the state of California. It would be aligned with other analyst positions within HCOE and will meet the same standards as other analyst positions. Discussion regarding terms within the job description and whether the more specific terms should be generalized, in order not to exclude otherwise qualified

applicants. Also, discussion around qualifiers beneath the Education and Experience portion – adding the number of desired years of experience, which would lead to a more easily understood level of minimum qualifications, which would more closely align with other job descriptions and provide clarity. Some formatting issues and a minor change to title – removing the “and” and making it simply Programmatic Funding Analyst. Commissioner Folger made a motion to approve the new position, with the changes discussed. Commissioner Demello seconded. Motion carries.

5.4 Reclassification and Updated Job Descriptions – Katie Cavanagh

5.4.1 Program Paraeducator – Special Education and Court & Community:

Personnel Director Jenny Bowen advised the commission that this agenda item is being tabled until January’s meeting due to not receiving union feedback in time for this meeting. The changes to the job descriptions, along with a reclassification, will affect many employees and union feedback is highly desired. Discussion regarding formatting issues within the descriptions, with the hope these can be worked during the break between this meeting and the next.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Director Bowen reported that HCOE is attempting to re-engage with various job fairs after the long period of Covid restrictions. Virtual and in-person fairs are scheduled in Tulare county and others—these are opportunities to strengthen our outreach efforts. There is work continuing with the Communications Center on a flow chart of various advertising packages for vacancies. The upcoming schedule of Personnel Commission meetings (January to June 2023) was discussed, along with any known conflicts for commissioners and a short leave of absence by Director Bowen. Possibility of Superintendent Davies-Hughes acting as organizer for the January meeting in Director Bowen’s absence.

7.0 REVIEW TRAVEL CLAIM Claim forms were sent to Commissioners with packets.

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 3:58 p.m.