

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

MINUTES

January 8, 2019

1.0 CALL TO ORDER

The Personnel Commission of the Humboldt County Office of Education met in the Alder Room in regular session on January 11, 2019 at 5:15 p.m. The meeting was called to order by Danette Demello.

Present – Will Folger, Danette Demello

Absent- Joe McKinzie

Also Present–Stephanie Jackson, Coordinator of Personnel Services, Diana Rocha Personnel Dept. Secretary, Susi Huschle.

Public-CSEA Representative Monica Dekat

2.0 REVIEW OF THE MINUTES Will Folger made a motion to approve the minutes for September 11, 2018, November 13, 2018, and December 11, 2018. Danette seconded the motion. Minutes were approved.

3.0 PUBLIC COMMENT No comment.

4.0 PERSONNEL UPDATES Stephanie Jackson reported that New Employee Orientation will be on January 29, 2019. The original schedule showed Jan. 8, 2019 and Jan. 29, 2019. The January 8th orientation was postponed and was mutually agreed upon by personnel and CSEA.

4.1 **NEW HIRES** –Stephanie Jackson reported the new hires since last meeting.

4.2 **RESIGNATION/RETIREMENT** Stephanie Jackson reported the resignation and retirements.

4.3 **TERMINATION** None

4.4 **POSITIONS UNDER REVIEW** Stephanie Jackson reported the current job postings.

5.0 ACTION ITEM

5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL

5.1.1 NEW

The position Mobile Maker Technician was presented by Susi Huschle. This is a grant funded position for four years. The Commissioners went over the description and made suggested changes to the wording and formatting. Will made a motion to approve this position with the changes, Danette second the motion and the motion was unanimously approved.

5.2 ELECT CHAIR AND VICE CHAIR

Danette made a motion to table this action until February meeting. Will second. Motion approved to table this action until February meeting when Joseph McKinzie will be in attendance. Will second the motion. The motion was approved.

6.0 NEW LEGISLATION Stephanie Jackson reported that a letter and email were sent to classified employees regarding The Classified School Employee Summer Assistance Program. There was Public comment on this from Monica Dekat, she stated there was a good turnout of employees at the CSEA meeting. There was interest in the program.

7.0 SUPERINTENDENT'S REPORT Chris Hartley was absent. No report

8.0 REVIEW OF THE MINUTES Nothing to review.

10.0 ADJOURNMENT meeting adjourned by Danette Demello at 6:15 P.M.