

HUMBOLDT COUNTY OFFICE OF EDUCATION

PERSONNEL COMMISSION

Garry T. Eagles, Ph.D., *Superintendent*
Debra Kingshill, *Coord. of Personnel Services*

COMMISSION MEMBERS:

Art Cardoza
Danette Demello
Sheila Porterfield

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October 11, 2016

The Personnel Commission of the Humboldt County Office of Education met in the Alder Room in regular session on October 11, 2016 at 5:15 p.m.

1.0 Sheila Porterfield, Vice Chairperson called the meeting to order at 5:27 p.m.

Present: Sheila Porterfield, Vice Chairperson; Danette Demello, Personnel Commission Member.
Also present: Debra Kingshill, Coordinator of Personnel Services.

2.0 REVIEW OF THE MINUTES

The minutes of the September 20, 2016 meeting were reviewed. Commissioner Demello made a motion to approve the minutes. Commissioner Porterfield seconded the motion. Motion passed unanimously.

3.0 PUBLIC COMMENT

There was no public in attendance.

4.0 PERSONNEL UPDATES

4.1 NEW HIRES

- Instructional Aide, Glen Paul/Special Beginnings, FJA (.86 FTE) *S. Gardner*
- SCIA, Glen Paul, Room 24 (.43 FTE) *S. Bellando*

4.2 POSITIONS UNDER REVIEW

- Bus Driver, 2 positions (.8 FTE each) *2 people hired as substitutes until licensed*
- Intermediate Account Technician (1.0 FTE) *position posting to close 10/12*
- SCIA, Glen Paul, 5 positions (.86 FTE) *interviews held 10/7*
- Computer Systems Technician (1.0 FTE) *interviews to be held 10/14*
- LVN/Instructional Aide, Glen Paul (.86 FTE) *interviews 10/7 resulted in job offer*
- Instructional Aide, SELPA TLC, 2 positions (.86 FTE each) *one job offer as result of 10/7 interviews*

5.0 NEW LEGISLATION

No new legislation to report.

6.0 SUPERINTENDENTS REPORT

No report

7.0 REVIEW TRAVEL CLAIMS

Travel claims were distributed, signed and returned.

8.0 DISCUSSION/ANNOUNCEMENTS

- The reappointment of Commissioner Demello will be on the consent agenda at the 10/12 County Board of Education meeting. Thank you, Commissioner Demello for your willingness to continue service to the personnel commission.
- A discussion took place regarding the resignation of Commissioner Cardoza, whose term is set to expire on December 1, 2017. This Commissioner position is appointed by the remaining two commissioners to represent the “public” perspective. It was agreed to advertise this position locally to fill the remainder of the term.

9.0 ADJOURNMENT

The meeting was adjourned at 5:47 p.m.

The next meeting will be held on November 8, 2016 in the Alder Room at 5:15 p.m.