

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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August 9, 2016

The Personnel Commission of the Humboldt County Office of Education met in the Alder Room in regular session on August 9, 2016 at 5:15 p.m.

1.0 Art Cardoza, Chairperson called the meeting to order at 5:15 p.m.

Present: Art Cardoza, Chairperson; Sheila Porterfield, Vice Chairperson.

Also present: Debra Kingshill, Coordinator of Personnel Services; Garry Eagles, County Superintendent of Schools

Guests: Edith French, Bus Driver; Laura Huddleson, Bus Driver; Tess Ives, Director of Special Education; Mark Ahrens, CSEA Labor Relations Representative; Cindy Porter, Higher Education Pathways Program Manager.

2.0 REVIEW OF THE MINUTES

The minutes of the June 14, 2016 meeting were reviewed. (There was no meeting in July) Commissioner Porterfield made a motion to approve the minutes. Commissioner Cardoza seconded the motion. Motion passed unanimously.

3.0 ADJUSTMENT TO THE AGENDA

6.0 ACTION ITEM

6.1 REVIEW JOB DESCRIPTION(S) FOR APPROVAL

- **COMMUNICATION CENTER CLERK/RECEPTIONIST**

This job description was tabled from the June meeting for further discussion. However, Dr. Eagles requested to withdraw this job description for consideration at this time.

- **LEAD BUS DRIVER**

Dr. Eagles and Tess Ives presented a recap of the pilot program implemented last year for a Lead Bus Driver. Tess spoke about how successful the pilot was, particularly under Edie French's leadership. Dr. Eagles addressed the development of the job description, noting that other *Lead* positions were considered for comparison such as the Lead Vocational Caseworker and Lead Custodian. He asked the Commissioners to consider placing this job description somewhere between ranges 36-38. Commissioner Cardoza made a motion to approve the job description at range 38 with the knowledge that Edie's placement be considered to be at least a 10% increase from her current placement.* Commissioner Porterfield seconded the motion, and it passed unanimously.

*Note: the requested placement of a 10% increase is a deviation from Personnel Commission Rule IV, Section 4.5 A, but was unanimously approved for this situation.

- **CAL-SOAP TUTOR SERVICES TECHNICIAN and CAL-SOAP EVENTS TECHNICIAN**

As a means of introduction, Cindy Porter gave an overview of how the Cal-SOAP program came to HCOE from College of the Redwoods. She included a description of how the program has changed and grown since that time, particularly now that it is aligned with the activities of the Decade of Difference. Garry clarified that the two current technician positions are being eliminated but that each of these new proposed positions would be offered to the existing employees. There was some discussion and suggestions for minor typographical changes to the proposed job descriptions. Commissioner Porterfield made a motion to approve both job descriptions as written with corrected changes at range 37. Commissioner Cardoza seconded the motion and it passed unanimously.

4.0 PUBLIC COMMENT

- It's summer and it's glorious.

5.0 PERSONNEL UPDATES

5.1 NEW HIRES

- Custodian, 2 positions (1.0 FTE) *C. Rechelluul, D. Jones*
- Senior Account Technician, *promotion* (1.0 FTE) *J. Lee*
- Library Systems Technician, *promotion* (1.0 FTE) *A. Kane*
- Instructional Resource Assistant, (1.0 FTE) *M. Myrick*
- Clerk for the Deaf and Hard of Hearing, (1.0 FTE) *S. Pitlock*
- Instructional Aide, Ct/Comm, 2 positions (.86 FTE) *C. Schmalzel, A. Conley*
- Intermediate Account Technician, (1.0 FTE) *K. McNamara*
- Principal Account Technician, (1.0 FTE) *M. Laffranchi*
- Instructional Aide, Special Beginnings (.86 FTE) *S. Jackson*
- Instructional Aide, Special Beginnings (.69 FTE) *V. Gerace*

5.2 POSITIONS UNDER REVIEW

- Bus Driver, 2 positions, (.8 FTE each)
- Principal Account Technician (1.0 FTE)
- Senior Account Technician – ISS (1.0 FTE)
- Benefits Clerk, JPA (1.0 FTE)
- Instructional Aide, Glen Paul program, 2 positions (.86 FTE)
- SCIA, Glen Paul program, 4 positions (.86 FTE)
- Instructional Aide, Special Beginnings SDC, 3 positions (.86 FTE)
- Intermediate Office Clerk, Special Beginnings (.667 FTE)

5.3 RESIGNATIONS

- Principal Account Technician *T. West*
- Intermediate Office Clerk, Special Beginnings *E. Valadao*
- Instructional Aide, Special Beginnings *A. Steinebach*

7.0 NEW LEGISLATION

Report combined under Superintendent's Report.

8.0 SUPERINTENDENTS REPORT

Dr. Eagles expressed his concern for all the vacant positions that are not being filled throughout the county. A discussion began around this topic with suggestions such as offering incentives and other things to entice applicants. Dr. Eagles shared some of the creative ways districts are offering stipends, moving expenses, etc. It used to be that we were blessed with a large pool of applicants particularly from HSU for both teachers and aides. Here at HCOE, for the most part, we are still able to attract applicants for most of our openings. Openings for Instructional Aide in our Special Education programs (Glen Paul, Special Beginnings and SELPA) remain unfilled with few applicants in each pool.

9.0 REVIEW TRAVEL CLAIMS

Travel claims were distributed, signed and returned.

10.0 DISCUSSION/ANNOUNCEMENTS

The next meeting will be moved to September 20th.

11.0 ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

The next meeting will be held on September 20, 2016 in the Alder Room at 5:15 p.m.