

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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June 14, 2016

The Personnel Commission of the Humboldt County Office of Education met in the Alder Room in regular session on June 14, 2016 at 5:15 p.m.

1.0 Art Cardoza, Chairperson called the meeting to order at 5:22 p.m.

Present: Art Cardoza, Chairperson; Sheila Porterfield, Vice Chairperson; Danette Demello, Personnel Commission Member.

Also present: Debra Kingshill, Coordinator of Personnel Services

Guests: Jenny Bowen, COMM Center Supervisor/Public Information Officer; Jon Sapper, Deputy Superintendent.

2.0 REVIEW OF THE MINUTES

The minutes of the May 17, 2016 meeting were reviewed. Commissioner Demello made a motion to approve the minutes. Commissioner Porterfield seconded the motion. Motion passed with one correction – Mark Schaffner was not listed as a guest.

3.0 ADJUSTMENT TO THE AGENDA

6.0 ACTION ITEM

6.1 REVIEW JOB DESCRIPTION(S) FOR APPROVAL

- **COMMUNICATION CENTER CLERK/RECEPTIONIST**

Although this was presented as a new job description, it was discussed as a revised job description. Three corrections were noted – delete “weekly personnel ad” from the third line under EXAMPLES OF DUTIES; delete the word “standard” from bulleted items under KNOWLEDGE OF; delete the words “all tasks” in the 10th bullet under ABILITY TO. Ultimately, after much discussion comparing the current (old) job description with the new, Commissioner’s did not see enough difference between the old and new to warrant any change. No action was taken at this meeting, but tabled to the next meeting in August where discussion will resume.

- **GRAPHICS AND COMMUNICATION SPECIALIST**

Commissioner Demello made a motion to approve this new job description with one correction – remove the comma after the word “desired” in the second from the bottom bulleted statement under ABILITY TO. Commissioner Porterfield seconded the motion and it passed unanimously.

4.0 PUBLIC COMMENT

- There was no public comment.

5.0 PERSONNEL UPDATES

5.1 LAYOFF - Elimination of position

- Web Design/Graphic Artist *T. McCormack*

5.2 NEW HIRES

- Administrative Assistant, JPA (1.0 FTE), *promotion, J. Legaz*
- Senior Account Technician, (1.0 FTE) *promotion, J. Lee*
- Clerk for the Deaf and Hard of Hearing, (1.0 FTE) *S. Pitlock*
- Behavior Support Assistant, 6 positions, (1.0 FTE each) *O. Broussoud, L. Cooney, K. Johnson, F. Pena, D. Cherry, A. Pahlchick*

5.3 POSITIONS UNDER REVIEW

- Intermediate Account Technician, (1.0 FTE)
- Custodian, (1.0 FTE)
- Bus Driver, 2 positions (.8 FTE each)
- Instructional Aide, Court/Community, 4 positions (.86 FTE each)
- Instructional Aide, Special Beginnings, 5 positions (.86 FTE each)

7.0 NEW LEGISLATION

Report combined under Superintendent's Report.

8.0 SUPERINTENDENTS REPORT

Jon Sapper, Deputy Superintendent, distributed further information about the State Budget on behalf of Superintendent Eagles. Dr. Sapper presented a summary of the document and shared his perspective on the salient points.

9.0 REVIEW TRAVEL CLAIMS

Travel claims were distributed, signed and returned.

10.0 DISCUSSION/ANNOUNCEMENTS

Debra Kingshill updated the Commissioners on staffing for summer school programs as well as results of recent negotiations for the classified unit. She summarized the changes to Health and welfare benefit choices and rates as well as the salary schedule increases.

11.0 ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

The next meeting will be held on August 9, 2016 in the Alder Room at 5:15 p.m.