

## PERSONNEL COMMISSION

### Regular Meeting Minutes July 26, 2010

**Present:** Members: Sue Jackson, and Gail Whooley; Staff: Debbie McKay, and Patti Springer

1. **Call to Order** - Ms. Whooley called the meeting to order at 3:05 p.m.
2. **Introductions** - No introductions were necessary
3. **Approval of the July 26, 2010 Agenda** - On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the agenda.
4. **Approval of the Meeting Minutes**
  - a. **April 26, 2010 Minutes** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the April minutes.
  - b. **May 24, 2010 Minutes** - On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the May minutes.
  - c. **June 28, 2010 Minutes** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the June minutes.
5. **Public Comment** - None
6. **Action Items**
  - a. **Re-appointment of Alternative Commissioner** - Ms. McKay advised the committee that Fran Elm has expressed an interest in a re-appointment as Alternative Commissioner. On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to re-appoint Ms. Elm to the position of Alternative Commissioner for a two-year term, which begins in December 2010.
7. **Discussion Items**
  - a. **Review of Merit Rules** - Ms. McKay stated that it has been about five years since the Commission has reviewed the Merit Rules and suggested that different sections of the Rules be reviewed at the committee meetings beginning with the August 23 meeting. Both Ms. Whooley and Ms. Jackson agreed.
8. **Information Items** - Ms. McKay informed the commissioners that SCOE has expanded the benefits section on our SCOE website and downloadable benefit forms will be available. Also, beginning in August, ASEOP will be implemented for absence reporting for all SCOE employees. ASEOP information will then be uploaded into payroll; which will provide the employees with more up-to-date information on their leave balances. Managers and staff have been trained how to use ASEOP, and they seem to be embracing the ease of reporting. Staff can call in or enter their absence information via the Internet.

**9. Announcements** - Ms. McKay stated that Mr. Heller wasn't at the meeting because he was helping the Horicon District recruit for a new superintendent; she explained that SCOE often assists the districts with their searches.

**10. Next Meeting** - The next meeting is scheduled for Monday, August 23, 2010

**11. Adjournment** - Ms. Whooley adjourned the meeting to enter the Closed Session at 3:15 pm.

#### **Closed Session**

**1. Call to Order** - Ms. Whooley called the closed session to order.

**2 Discussion Items**

a. Evaluation of the Human Resources Executive Director - The Commissioners reconvened the open session and reported that they had completed the evaluation for the Human Resources Executive Director and a copy of the evaluation will be placed in her personnel file.

**3. Adjournment** - Ms. Whooley adjourned the meeting at 3:32 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Regular Meeting Minutes**

**August 23, 2010**

Present: Fran Elm, Sabrina Meyer, and Gail Whooley; Staff: Jeff Heller, Debbie McKay, and Patti Springer

**Study Session**

Ms. Whooley called the Study Session to order at 3:02 p.m.

1. **Review of Merit Rule Definitions 10.100** – Ms. McKay reviewed the proposed changes with the Committee; and they agreed with the changes and to have these Merit Rules placed on the September agenda for the first reading.
2. **Review of Merit Rules 10.200.1 through 10.200.6** - Ms. McKay reviewed the proposed changes with the Committee; and they agreed with the changes and to have these Merit Rules placed on the September agenda for the first reading.
3. **Review of Merit Rules 20.100 through 20.400** - Ms. McKay reviewed the proposed changes with the Committee; and they agreed with the changes and to have these Merit Rules placed on the September agenda for the first reading.
4. **Review of Merit Rules 80.200** – Ms. McKay brought this Merit Rule to the Committee just for their review; there were no proposed changes.

**Regular Meeting**

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:30 p.m.
2. **Approval of the August 23, 2010 Agenda** – On motion by Ms. Meyer, seconded by Ms. Elm, the motion carried to approve the agenda.
3. **Approval of the July 26, 2010 Meeting Minutes** – On motion by Ms. Whooley, seconded by Ms. Meyer, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items** - None
6. **Information/Discussion Items**
  - a. **2009-10 Year-end Budget Report** – Ms. McKay and the Committee reviewed and discussed the Personnel Commission's year-end budget report.
  - b. **October 2, 2010 California Personnel Commissioner's One-Day Conference in Sacramento** – Ms. McKay announced that the conference is in Santa Clara rather than Sacramento, and asked if any of the commissioners would like to attend; none of them are planning to.
7. **Announcements**
  - a. Bob Henry is returning to School and College Legal Services on Monday as a part-time retiree.
  - b. Legal will be presenting a workshop on the Brown Act on November 30 from 9:00 a.m. to noon. Ms. McKay will email information to the Committee.

- c. Another Aspiring Administrator's Academy will be presented in the fall; registration materials have been mailed out to the districts.
  - d. The Horicon Superintendent/Principal search was successful.
  - e. Mr. Heller made a proposal to the Windsor District to assist them in their Superintendent search.
  - f. The Back-to-School event went well.
- 8. Next Meeting** - The next meeting is scheduled for Monday, September 27, 2010 at 3:00 p.m.
- 9. Adjournment** – Ms. Whooley adjourned the meeting at 3:43 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes  
September 27, 2010**

**Present** - Commissioners: Sue Jackson, and Gail Whooley; Staff: Jeff Heller, Debbie McKay, and Patti Springer

**Study Session**

1. Call to Order - Ms. Whooley called the Study Session to order at 3:00 p.m.
2. Review of Merit Rules
  - a. Merit Rule 60.800 Layoffs - Ms. McKay review the proposed changes with the Committee, and they agreed with the changes and to have Merit Rule 60.800 placed on the October agenda for the first reading.
3. **Adjournment** - Ms. Whooley adjourned the Study Session at 3:12 p.m.

**Regular Meeting**

1. Call to Order - Ms. Whooley called the meeting to order at 3:12 p.m.
2. Approval of the September 27, 2010 Agenda - On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. Approval of the August 23, 2010 Meeting Minutes - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the minutes.
4. Public Comment - None
5. Action Items
  - a. Adoption of the 2009-10 Personnel Commission Report to the Board - The Committee reviewed the Annual Report. Discussion included accomplishments, employee training, AESOP, Activity Supervisors Clearance Certificate, workforce composition, newly created LVN/TA positions, the second Aspiring Administrator's Academy, and the expansion of the Wellness Program with the Walk Across America Program. Ms. Whooley suggested that information on the Wellness Program should be added to the annual report. Ms. McKay will revise the report to include this information; which will go to the Personnel Services Standing Committee and then to the full Board. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the report to the Board with the inclusion of the Wellness Committee information.
  - b. Consideration of Request for Additional Service Credit for Accrual of Vacation - The committee reviewed and discussed the request that was approved by Dr. Wong. On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the request.
6. Information/Discussion Items
  - a. First Reading of Revisions to Merit Rule Definitions 10.100 - The Committee reviewed the revisions and did not suggest any additional changes; this item will be placed on the October 25, 2010 agenda for adoption.

- b. First Reading of Revisions to Merit Rules 10.200.1 through 10.200.6 - The Committee reviewed the revisions and did not suggest any additional changes; this item will be placed on the October 25, 2010 agenda for adoption.
  - c. First Reading of Revisions to Merit Rules 20.100 through 20.400 - The Committee reviewed the revisions and did not suggest any additional changes; this item will be placed on the October 25, 2010 agenda for adoption.
7. Announcements - Transition meetings with the new Superintendent, Steven Herrington, will be scheduled in October.
  8. Next Meeting - The next meeting is scheduled for Monday, October 25, 2010 at 2:00 p.m.
  9. Adjournment - Ms. Whooley adjourned the meeting at 3:36 p.m.

**Closed Session**

1. Call to Order - Ms. Whooley called the Closed Session to order at 3:37 p.m.
2. Employment - No action was taken on this item.
3. Adjournment - Ms. Whooley adjourned the Closed Session at 3:51 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

**Personnel Commission**

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session, Regular Meeting, and Closed Session Minutes - UNADOPTED  
October 25, 2010**

**Present:** Commissioners – Fran Elm, Sue Jackson, and Gail Whooley; Staff – Jeff Heller, Debbie McKay, and Patti Springer.

**Study Session**

**1. Call to Order** – Ms. Whooley called the study session to order at 2:02 p.m.

**2. Review of Merit Rules**

- a. Merit Rule 30.100 – 30.200 Position Classification Plan** – Ms. McKay first distributed and reviewed the *Ed Code Re: Classification* and the *Classification Systems* section from the PASSCO HR manual; explaining that our region has been assigned the task of revising this section. Ms. McKay stressed the importance of job descriptions, stating they are the foundation for the evaluation process and used in recruitment, and essential to everything we do in human resources. The Classification Systems is helpful in defining roles of the County Superintendent, the County Board, and the Commission.

Merit Rule 30.100 – 30.200 proposed revisions were then examined and discussed. The Commission was comfortable with the proposed changes, so this item will be placed on the November agenda for the first reading and on the December agenda for adoption.

**3. Adjournment** – The study session was adjourned at 2:26

**Regular Meeting**

**1. Call to Order** – Ms. Whooley called the meeting to order at 2:26 p.m.

**2. Approval of the October 25, 2010 Agenda** – On motion by Ms. Jackson, seconded by Ms. Elm, the motion carried to approve the agenda.

**3. Approval of the September 27, 2010 Meeting Minutes** – On motion by Ms. Jackson, seconded by Ms. Elm, the motion carried to approve the minutes

**4. Public Comment** – None

**5. Action Items**

Ms. McKay stated that the next three items have come before the Commission first in a study session, then in a first reading, and now to be adopted.

- a. Adoption of Merit Rule Definitions 10.100** – On motion by Ms. Jackson, seconded by Ms. Elm, the motion carried to adopt the definitions.

- b. **Adoption of Merit Rule 10.200** – Ms. Whooley asked that a comma be added after “written material” and before “and written material” in 10.200.5. On motion by Ms. Jackson, seconded by Ms. Elm, the motion carried to adopt Merit Rule 10.200 with the addition of the comma.
- c. **Adoption of Merit Rules 20.100 –20.400** – On motion by Ms. Elm, seconded by Ms. Jackson, the motion carried to adopt Merit Rules 20.100 – 20.400.

**6. Information/Discussion Items**

- a. **First Reading of Merit Rule 60.800 Layoffs** – Ms. McKay reviewed the proposed changes with the Commission, explaining that this would appear on the November agenda as an action item.

**7. Announcements** – Discussed the Walk Across America program and the involvement of almost 100 employees. Working on another program called “Maintain – Don’t Gain” for the holidays, with five different ways to earn points.

Mr. Heller said that the new Superintendent, Steve Herrington, has met with department heads and his first day will be January 3, 2011. Ms. McKay added that he would probably attend a future Personnel Commission meeting.

Mr. Heller reported on the Aspiring Administrators Academy in its second year; and stated that he sees a real positive energy from this year’s group of attendees. From last year’s Academy, eight graduates have been hired as administrators.

**8. Next Meeting Date** – The next meeting is scheduled for Monday, November 15, 2010 at 2:00 p.m. in the Human Resources Conference Room (this is a correction to the agenda, which stated the meeting began at 3:00 p.m.)

**9. Adjournment** – The meeting was adjourned at 2:45 p.m.

**Closed Session**

- 1. **Call to Order** – Ms. Whooley called the closed session to order at 2:45 p.m.
- 2. **Employment** – No action was taken on this item
- 3. **Adjournment** – The closed session was adjourned at 3:00 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session, Regular Meeting, and Closed Session Minutes - Unadopted  
November 15, 2010**

Present: Commissioners – Sue Jackson, Sabrina Meyer, and Gail Whooley; Staff: Jeff Heller, Debbie McKay, and Patti Springer

Study Session

1. **Call to Order** – Ms. Whooley called the study session to order at 2:00 p.m.
2. **Review of Merit Rules**
  - a. **Merit Rule 40.100 - 40.200 Application and Examination** – Ms. McKay and the Commissioners reviewed the Merit Rules with the suggested revisions and additions. The Commissioners agreed to the changes.
3. **Adjournment** – Ms. Whooley adjourned the study session at 2:27 p.m.

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 2:27 p.m.
2. **Approval of the November 15, 2010 Agenda** – On motion by Ms. Jackson, seconded by Ms. Meyer, the motion carried to approve the agenda.
3. **Approval of the October 25, 2010 Meeting Minutes** – On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
  - a. **Adoption of revisions to Merit Rule 60.800 Layoffs** – Ms. McKay and the Commissioners reviewed the revisions that had been made and agreed to at the first reading. On motion by Ms. Meyer, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 60.800 Layoffs.
  - b. **Adoption of revised job description for Executive Director, Human Resources** – Ms. McKay and the Commissioners reviewed the proposed revisions to the job description; which was last revised in 1998. On motion by Ms. Meyer, seconded by Ms. Jackson, the motion carried to approve the revised job description for Executive Director, Human Resources.
  - c. **Consideration of request for range adjustment for Legal Secretary and Litigation Secretary** – The request from Legal was reviewed along with the job descriptions for both positions and the proposed changes to the salary schedules. The Legal Secretary's salary would be increased from range 18 to range 19; and the Litigation Secretary's salary would be decreased from range 22 to range 19. Ms. McKay explained that the jobs are very similar, and although the Litigation Secretary's salary is being reduced and placed on the same salary range as the Legal Secretary, Legal did not want to change the job description and title because some litigation research is still required. Ms. McKay added that affected employees are aware of the proposed salary changes. Ms. Jackson noted that no incumbent was present to oppose the change. Ms. Jackson motioned to approve the request, Ms. Meyer seconded, and the motion carried to approve the salary range adjustment.

In addition, the committee discussed the relationship of the Legal Professional staff and SCOE. Ms. McKay said that the support staff is under the Merit Rules, but the professionals are not and should be under the purview of the Superintendent's Policy. Ms. McKay is working with Ms. Merchat to revise the Superintendent policies to reflect this change.

**6. Information/Discussion Items**

**a. First reading of revisions to Merit Rules 30.100 through 30.200 Position Classification**

**Plan** – Ms. McKay reviewed the proposed changes with the Commission, explaining that this would appear on the December agenda as an action item.

- 7. Announcements** – Mr. Heller talked about the CPACE Field Test being offered at SCOE on November 17; and increased attendance at the District Quarterly HR meetings and that IT would like to participate in future District Quarterly meetings, as well as the STRS counselors, who joined ~~us~~ at the October 27 District Quarterly meeting. Ms. McKay provided information on the December 8<sup>th</sup> Winter Gala.
- 8. Next Meeting** - The next meeting is scheduled for Monday, December 13, 2010 at 3:00 p.m.
- 9. Adjournment** – Ms. Whooley adjourned the meeting at 2:50 p.m.

**Closed Session**

- 1. Call to Order** – Ms. Whooley called the closed session to order at 2:50 p.m.
- 2. Employment** – No action was taken on this item.
- 3. Adjournment** – The closed session was adjourned at 3:12 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes - Unadopted  
December 13, 2010**

**Present:** Commissioners - Sabrina Profeta-Meyer, and Gail Whooley; Staff - Denise Calvert, Jeff Heller, Debbie McKay, and Patti Springer

**Oath of Office**

Denise Calvert administered the Oath of Office to reappointed Personnel Commissioner Gail Whooley at 3:06 p.m.

**Study Session**

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:08 p.m.
2. **Review of Merit Rules**
  - a. **Merit Rule 60.500 Employment of PERS Retirees** – Ms. McKay reviewed the suggested changes to Merit Rule 60.500 with the Commissioners. She explained that the reason for the change arose out of a problem when a retiree came back for a short period before 180 days, and then filed for unemployment. Ms. McKay said that it is an allowable practice to wait 180 days and she asked the members to think about whether or not they want to add this reference. Ms. Profeta-Meyer suggested adding “ability to make exceptions if there is a need”.
  - b. **Merit Rule 60.600 Performance Evaluations** – Ms. McKay and the Commissioners reviewed the suggested changes. Ms. McKay added that any changes to the actual performance evaluations have to be negotiated with SEIU.
  - c. **Merit Rule 60.900 Resignations and Reinstatements** - Ms. McKay and the Commissioners reviewed the suggested changes.
3. **Adjournment** – Ms. Whooley adjourned the meeting at 3:20 p.m.

**Regular Meeting**

1. **Call to Order** – Ms. Whooley called the regular meeting to order at 3:20 p.m.
2. **Approval of the December 13, 2010 Regular Meeting Agenda** – On motion by Ms. Profeta-Meyer, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the November 15, 2010 Meeting Minutes** – On motion by Ms. Profeta-Meyer, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
  - a. **Adoption of revisions to Merit Rules 30.100 through 30.200 Position Classification Plan** – Ms. McKay reviewed the previously approved changes with the Commissioners. On motion by Ms. Profeta-Meyer, seconded by Ms. Whooley, the motion carried to adopt the revisions to Merit Rules 30.100 – 30.200.

**6. Information/Discussion Items**

- a. First reading of revisions to Merit Rule 40.100 - 40.200 Application and Examination –**  
Ms. McKay reviewed the proposed changes with the Commissioners, explaining that this would appear on the January agenda as an action item.
- 7. Announcements –** Ms. McKay stated that per her email to the Commissioners, Dr. Wong has opened a 180-day Golden Handshake window period for the positions of Executive Director of Human Resources, and the External Business Manager. Employees in these two positions may apply for the Golden Handshake in which they are given 2 years of additional service credit.
- 8. Next Meeting -** The next meeting is scheduled for Monday, January 24, 2011 at 2:00 p.m.
- 9. Adjournment –** Ms. Whooley adjourned the meeting at 3:30 p.m.

SONOMA COUNTY OFFICE OF EDUCATION  
Personnel Commission  
5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes - Unadopted  
January 24, 2011**

**Present** - Commissioners: Sue Jackson, Sabrina Meyer (Vice Chair), Gail Whooley (Chair); Staff: Jeff Heller, Debbie McKay, and Patti Springer; Guest: Maria Peluso (SEIU)

**Study Session**

1. **Call to Order** – Ms. Whooley called the study session to order at 2:05 p.m.

2. **Review of Merit Rules**

Ms. McKay reviewed the changes to each of the following Merit Rules; discussing employment lists, recruitments – open and promotional, re-employment lists, layoffs, medical and military leaves, eligibility lists, termination of employment lists, procedures for selection and appointments, etc.

- a. **Merit Rule 50.100 Employment Lists** – Ms. McKay reviewed the changes to Merit Rule 50.100; and the Commission and Ms. Peluso made some additional suggestions that Ms. McKay will include in the revisions
- b. **Merit Rule 50.200 Certification from Employment List** – Ms. McKay reviewed the changes to Merit Rule 50.200; and the Commission and Ms. Peluso made some additional suggestions that Ms. McKay will include in the revisions.
- c. **Merit Rule 50.300 Procedures for Selection** – Ms. McKay reviewed the changes to Merit Rule 50.300; and the Commission and Ms. Peluso made some additional suggestions that Ms. McKay will include in the revisions.

3. **Adjournment** – Ms. Whooley adjourned the study session at 2:37 p.m.

**Regular Meeting**

- 1. **Call to Order** – Ms. Whooley called the regular meeting to order at 2:38 p.m. Ms. Meyer requested that her last name be changed from Profeta-Meyer to just Meyer.
- 2. **Approval of the January 24, 2011 Regular Meeting Agenda** – On motion by Ms. Jackson, seconded by Ms. Meyer, the motion carried to approve the agenda.
- 3. **Approval of the December 13, 2010 Meeting Minutes** – On motion by Ms. Meyer, seconded by Ms. Whooley, the motion carried to approve the minutes.
- 4. **Public Comment** – None.
- 5. **Action Items**
  - a. **Election of Commission Chair** – On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to elect Ms. Meyer as the Commission Chair.
  - b. **Election of Commission Vice Chair** – On motion by Ms. Meyer, seconded by Ms. Whooley, the motion carried to elect Ms. Jackson as the Commission Vice Chair.

- c. **Adoption of revisions to Merit Rule 40.100 - 40.200 Application and Examination** – Ms. McKay reviewed the changes that were made at the first reading last month. On motion by Ms. Meyer, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 40.100-40.200.

**6. Information/Discussion Items**

- a. **Revised schedule for Merit Rules Study Sessions** – The Commission reviewed the revised schedule, noting the change to the start time for the March and April meetings.
  - b. **First reading of the revisions to Merit Rule 60.600 (originally 60.500) Employment of PERS Retirees** – Ms. McKay reviewed the renumbering of the merit rule and revisions that were made during the previous study session. This rule has to do with PERS Retirees and determining a clear break in service before they are asked back to SCOE to perform temporary work. Ms. Peluso wants to check with the union in regards to the first paragraph.
  - c. **First reading of the revisions to Merit Rule 60.700 (originally 60.600) Performance Evaluations** – Ms. McKay reviewed the renumbering of the merit rule and revisions that were made during the previous study session, stating that evaluations for confidential employees must be given at the end of their first three months on the job.
  - d. **First Reading of the revisions to Merit Rule 60.900 Resignations and Reinstatements** – Ms. McKay reviewed the revisions that were made during the previous study session.
  - e. **HR 2010-2011 Goals Mid Year Report** – Mr. Heller reviewed the report with Commission, briefly discussing the each goal and its status.
7. **Announcements** – Mr. Heller mentioned the eight district superintendents that will be retiring and SCOE's services to assist districts in their superintendent searches. Ms. McKay stated that there would be a Meet & Greet event for our new superintendent, Steve Herrington, and the new Board Member, Helga Lemke, on February 3 at 3:45. Superintendent Herrington is also making a presentation on the state of the budget on February 10 at 3:30 p.m. here at SCOE, and on February 24 at 3:30 p.m. at the middle school, Larry Jones School, in Cotati-Rohnert Park.
8. **Next Meeting** - The next meeting is scheduled for Monday, February 28, 2011 at 2:00 p.m.
9. **Adjournment** – Ms. Whooley adjourned the meeting at 3:04 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes  
February 28, 2011**

Present - Commissioners: Sue Jackson, Gail Whooley; Staff: Jeffrey Heller, Debbie McKay, and Patti Springer; Guests – Angela Aubry; and Steve Herrington

**Study Session**

1. Call to Order – Ms. Jackson called the study session to order at 1:02 p.m. Ms. McKay introduced Mr. Herrington to the Commissioners.
2. Review of Merit Rules  
  
Merit Rule 40.200.15 Appeal Procedures  
Merit Rule 60.1000 Discipline  
Merit Rule 80.100 Grievances  
Merit Rule 80.400 Personnel Files  
Merit Rule 80.600 Violations  
  
Ms. McKay reviewed the proposed changes to the Merit Rules with the Commissioners.
3. Adjournment – Ms. Jackson adjourned the study session at 1:43 p.m.

**Regular Meeting**

1. Call to Order – Ms. Jackson called the meeting to order at 1:43 p.m.
2. Approval of the February 28, 2011 Regular Meeting Agenda – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the agenda.
3. Approval of the January 24, 2011 Meeting Minutes – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the minutes.
4. Public Comment - none
5. Action Items
  - a. Adoption of the job description for Assistant Director, Human Resources Range Placement for Assistant Director, Human Resources – Ms. McKay stated that although the 2011-12 budget status is unknown at this time, Human Resources would like to have the job description in place in case the 2011-12 budget allows for an additional position to support the Executive Director of HR. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the job description and salary range placement with steps as proposed on the draft salary schedule.
  - b. Adoption of revisions to the job description for Manager, External Fiscal Services – Ms. McKay explained that this position will be vacated by an employee's retirement, and that the job description has not been revised since 1993. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the revisions.
  - c. Consideration of request for transfer – Ms. McKay stated that Mr. Heller request a transfer, effective July 1, 2011, and received Mr. Herrington's approval. The commissioners reviewed both the request and the approval. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to transfer Jeffrey Heller into the position of Executive Director of Human Resources effective July 1, 2011.
  - d. Adoption of revisions to Merit Rule 60.600 Employment of PERS Retirees – Ms. McKay distributed AB775 and reviewed it with the Commissioners. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt revised Merit Rule 60.600.
  - e. Adoption of revisions to Merit Rule 60.700 Performance Evaluations – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt revised Merit Rule 60.700.

- f. Adoption of revisions to Merit Rule 60.900 Resignations and Reinstatements – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt revised Merit Rule 60.900.

6. Information/Discussion Items

- a. First reading of revisions to Merit Rule 50.100 Employment Lists – Ms. McKay reviewed the recommended revisions.
- b. First reading of revisions to Merit Rule 50.200 Certification from Employment– Ms. McKay reviewed the recommended revisions.
- c. First reading of revisions to Merit Rule 50.300 Procedures for Selection– Ms. McKay reviewed the recommended revisions. Ms. Aubry asked if she could make a comment on 50.300.2 Nepotism; and shared her concerns regarding related employees working within the same department. Ms. Jackson and Mr. Herrington explained the difference between nepotism, professional misconduct, and breach of confidentiality and encouraged Ms. Aubrey to bring any verifiable concerns through proper channels for resolution.

7. Announcements - None

8. Next Meeting - The next meeting is scheduled for Monday, March 28, 2011 at 2:00 p.m.

9. Adjournment – Ms. Jackson adjourned the meeting at 2:26 p.m.

**Closed Session – Tabled until the next meeting on March 28, 2011**

1. Call to Order
2. Review Team Player Award nominations
3. Adjournment

SONOMA COUNTY OFFICE OF EDUCATION  
Personnel Commission  
5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes Unadopted  
March 28, 2011**

Present: Commissioners - Sue Jackson, Sabrina Meyer (arrived at 1:06 p.m.) Gail Whooley, and Fran Elm (Alternate); Staff – Jeffrey Heller, Debbie McKay, and Patti Springer; Guests – Angela Aubry, and Maria Peluso

**Study Session**

1. Call to Order - Vice Chair, Sue Jackson, called the meeting to order at 1:05 p.m.
2. Review of Merit Rules  
Merit Rule 70.300 Hours of Work, Merit Rule 70.400 Leaves, Merit Rule 70.600 Benefits Part-time Employees – Ms. McKay reviewed the proposed revisions to the Merit Rules with the Commissioners.
3. Adjournment – Ms. Meyer adjourned the study session at 1:40 p.m.

**Regular Meeting**

1. Call to Order – Ms. Meyer call the regular meeting to order at 1:40 p.m.
2. Approval of the March 28, 2011 Regular Meeting Agenda – On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. Approval of the February 28, 2011 Meeting Minutes – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the minutes. Ms. Meyer, and Ms. Elm abstained, as they were not in attendance at the February meeting.
4. Public Comment - None
5. Action Items
  - a. Adoption of new job description of Brailist II/Low Incident Clerk and placement on Salary Range 24 – Ms. McKay explained that we currently have a Brailist I entry-level position and with the addition of a Brailist II position, which requires a Braille Certificate, the Brailist I would have the opportunity for advancement. Ms. McKay reviewed the job description and the difference between the Brailist I and II. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the new job description and place it on Range 24.
  - b. Adoption of revisions to Merit Rule 50.100 Employment Lists - On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to adopt revised Merit Rule 50.100.
  - c. Adoption of revisions to Merit Rule 50.200 Certification from Employment – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt revised Merit Rule 50.200.
  - d. Adoption of revisions to Merit Rule 50.300 Procedures for Selection – Ms. Peluso and Ms. Aubry had questions about the definition of “immediate family” in 50.300.2 and provided a copy the definition of an “immediate family member” taken from the Labor Code. They did not have information on the exact code that this definition pertained to, so the adoption of this Merit Rule was tabled until the next meeting.
6. Information/Discussion Items
  - a. Review of new Classified Management evaluation form – Ms. McKay reviewed the evaluation with the Commissioners and stated they could also use this form to evaluate the HR Director.
  - b. Review of new LVN evaluation and input forms – Ms. McKay reviewed the evaluation and forms with the Commissioners, with corrections being made to the title and footer of the evaluation.
  - c. First reading of revisions to Merit Rule 60.1000 Discipline – Ms. McKay reviewed the recommended revisions.
  - d. First reading of revisions to Merit Rule 80.100 Grievances – Ms. McKay reviewed the recommended revisions.

- e. First reading of revisions to Merit Rule 80.400 Personnel Files – Ms. McKay reviewed the recommended revisions.
  - f. First reading of revisions to Merit Rule 80.600 Violations – Ms. McKay reviewed the recommended revisions.
- 7. Announcements - None
  - 8. Next Meeting - The next meeting is scheduled for Monday, April 25, 2011 at 2:00 p.m.
  - 9. Adjournment – Ms. Meyer adjourned the meeting at 2:17 p.m.

**Closed Session**

- 1. Call to Order – Ms. Meyer called the meeting to order at 2:17 p.m.
- 2. Review Team Player Award nominations - After review of the nominations, the Commissioners chose nominee #13 as the recipient of the Team Player Award.
- 3. Adjournment – Ms. Meyer adjourned the closed session at 2:33 p.m.

SONOMA COUNTY OFFICE OF EDUCATION  
Personnel Commission  
5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session and Regular Meeting Minutes - April 25, 2011**  
**Unadopted**

**Present** - Commissioners: Sue Jackson (Vice Chair), and Gail Whooley; Staff: Jeff Heller, Debbie McKay, and Patti Springer; Guests: Jeannie Knighton, and Maria Peluso; Absent – Sabrina Meyer (Chair)

**Study Session**

1. **Call to Order** – Ms. Jackson called the study session to order at 2:00 p.m.
2. **Review of Merit Rules** - Ms. McKay reviewed the proposed revisions to Merit Rules 60.100 Health Exams & Employment Requirements, 60.200 Probationary Period, 60.300 Changes in Class, 60.400 Limited Term Employment, and 60.500 Assignment of Disabled Employees, with the Commissioners.
3. **Adjournment** – Ms. Jackson adjourned the meeting at 2:25 p.m.

**Public Hearing 2:30 p.m.**

1. **Call to Order** – Ms. Jackson called the meeting to order at 2:38 p.m.
2. **Review Personnel Commission Budget** – there were no comments from the public.
3. **Adjournment** – Ms. Jackson adjourned the meeting at 2:39 p.m.

**Regular Meeting**

1. **Call to Order** – Ms. Jackson called the regular meeting to order at 2:25 p.m.
2. **Approval of the April 25, 2011 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the agenda.
3. **Approval of the March 28, 2011 Meeting Minutes** – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the minutes.
4. **Public Comment** - none
5. **Action Items**
  - a. **Adoption of new confidential job description of Assignment Technician and placement on Range 11 of the Confidential Salary Schedule** – Ms. McKay explained that this is a new position for the Sonoma Developmental Center. The current Administrative Assistant is retiring and with the reduction in students, the department is looking to combine the Substitute Assignment Technician position and the Confidential Administrative Assistant position into one Confidential Assignment Technician position. Ms. Peluso asked what made this position different that it needs to be confidential. Ms. McKay described the duties and explained that this person would be doing both duties from the higher and lower positions. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the new job description and placement on range 11 of the Confidential Salary Schedule.
  - b. **Adoption of the re-write of the job description for Director, Operations, Administration and Business** – Ms. McKay explained that the current director, James O’Hare, will be retiring and this a rewrite of his position. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the re-write of the job description.
  - c. **Adoption of revisions to Merit Rule 50.300 Procedures for Selection** – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 50.300.

*At 2:38 p.m. the regular meeting was suspended in order to hold the Public Hearing, and reconvened at 2:39 p.m.*

- d. Adoption of revisions to Merit Rule 60.1000 Discipline** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 60.1000.
- e. Adoption of revisions to Merit Rule 80.100 Grievances** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 80.100.
- f. Adoption of revisions to Merit Rule 80.400 Personnel Files** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 80.400.
- g. Adoption of revisions to Merit Rule 80.600 Violations** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 80.600.

## **6. Information/Discussion Items**

- a. First reading of revisions to Merit Rule 70.300 Hours of Work** – Ms. McKay informed the Commissioners of additional changes that were made to the numbering of items.
  - b. First reading of revisions to Merit Rule 70.400 Leaves** – Ms. McKay and the Commissioners reviewed the additional changes that were made to the Industrial Accident Leave section.
  - c. 2010-11 Third Quarter Budget Report** – Ms. McKay discussed the report with the commissioners.
  - d. Review of 2011-12 Personnel Commission Budget** – Mr. Heller reviewed the 2011-12 budget with the Commissioners; the budget will come back to them next month for adoption.
  - e. Evaluation of Executive Director** – Ms. McKay asked if the Commissioners would like to use the SCOE evaluation form they reviewed at a previous meeting or the one they have used in the past when evaluating the Executive Director. Both Ms. Jackson and Ms. Whooley agreed that they would like to use the new SCOE form; Ms. McKay will email the new form to all the Commissioners.
  - f. Status of Classified Retirement Incentive** – Ms. McKay reported that there will be 6 SEIU and 4 confidential retirements, some positions will be refilled; others may not, and that the incentive program helped avoid layoffs. Ms. Whooley commented that PARS, having been through it herself, is the best incentive program she has heard of.
  - g. Status of Classified Layoffs** – Ms. McKay reported that there were 31 layoffs and 5 reductions to classified staff; adding that reinstatement of SHAPE employees depends on enrollment. Ms. McKay commented on the opening of the school on Dutton Avenue; which would house all the community school programs, and the possibility that some community school employees that were laid off might be brought back with the opening of the school in the fall.
- 7. Announcements** – Mr. Heller stated that a reception for over 30 retirees will be held on May 18 from 4 p.m. to 6 p.m. in Oak Rooms D & E. Ms. Peluso asked that she be emailed with the names of the classified retirees.
- 8. Next Meeting** - The next meeting, which was originally scheduled for Monday, May 23, 2011 at 3:00 p.m., was rescheduled to Tuesday, May 24, 2011, at 3:00 p.m.
- 9. Adjournment** – Ms. Jackson adjourned the meeting at 3:14 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Study Session & Regular Meeting Minutes - Unadopted  
May 24, 2011**

**Present:** Commissioners: Sue Jackson (Vice Chair), Sabrina Meyer (Chair), and Gail Whooley; Staff: Jeff Heller, Debbie McKay, and Patti Springer; Guests: Denise Calvert, Corinne Muelrath, and Maria Peluso,

**Study Session**

1. **Call to Order** – Ms. Meyer called the study session to order at 3:02 p.m.
2. **Review of Merit Rules** – Ms. McKay reviewed the proposed revisions to Merit Rules 70.100 Determination of Salary Schedules, 70.200 Application of Salary Schedules, 70.500 Payment of Employees, and 80.300 Political Activity, with the Commissioners. Ms. Whooley recommended that the PERS/STRS Up history be included in 70.200.3B so confidential staff will understand why the increases are approximately 4% instead of 5%.
3. **Adjournment** – Ms. Meyer adjourned the study session at 3:24 p.m.

**Regular Meeting**

1. **Call to Order** – Ms. Meyer called the regular meeting to order at 3:24 p.m.
2. **Approval of the May 24, 2011 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the reordered and amended agenda. Item 5e will be presented after Item 4, and Item 6e was deleted, as there are no proposed changes to this rule.
3. **Approval of the April 25, 2011 Meeting Minutes** – On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** – there were no comments from the public.
5. **Action Items**
  - a. **Adoption of Revisions to Merit Rule 70.300 Hours of Work** – On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 70.300.
  - b. **Adoption of Revisions to Merit Rule 70.400 Leaves** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the revisions to Merit Rule 70.400.
  - c. **Addition of Revisions to Merit Rule 50.400** - On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to adopt the additional revisions to Merit Rule 50.400.
  - d. **Working Out of Class Request** – Request for Credential Clerk, Susie Truelove, to be paid out-of-class for performing Human Resources Tech duties from May 16, 2011 through June 30, 2011. Ms. McKay mentioned that the Working Out of Class could go beyond June 30 depending on the recruitment schedule. The Human Resources Tech is currently on vacation and will be retiring on June 30. On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to approve the Working Out of Class request.
  - e. **Information Technology Director Salary Adjustment** – Ms. McKay provided the Commissioners with information regarding a salary survey that was conducted for the IT Director position, currently held by Daniel Bienkowski. She reported on the findings and the proposal to adjust the salary by approximately 8.5% effective June 1, 2011, with an additional adjustment of approximately 3.5% effective January 1, 2012; and reviewed the actual proposed new salary ranges that were included in the agenda packet. On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the Information Technology Director's Salary Adjustment as proposed.

- f. **Reclassification and Appointment Without Exam** – Ms. McKay and the Commissioners reviewed the request for Jeannine Hothan to be reclassified from her current position of Admin Support Secretary IV to an Admin Program Tech 1 and appointment without exam. Ms. McKay stated that Ms. Hothan has been performing the duties of an Admin Program Tech 1, under her current position for over two years. Ms. Hothan's supervisor, Nancy Brownell, is supportive of the reclassification. On motion by Ms. Jackson, seconded by Ms. Whooley, the motion carried to approve the reclassification and appointment without exam. The reclassification is effective May 24, 2011, as approved by the Commission.

**6. Information/Discussion Items**

- a. **First Reading of Revisions to Merit Rule 60.100 Health Exams & Employment Requirements** – Ms. McKay and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the June agenda for adoption.
  - b. **First Reading of Revisions to Merit Rule 60.200 Probationary Period** – Ms. McKay and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the June agenda for adoption.
  - c. **First Reading of Revisions to Merit Rule 60.300 Change in Class** – Ms. McKay and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the June agenda for adoption.
  - d. **First Reading of Revisions to Merit Rule 60.400 Limited Term Employment** – Ms. McKay and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the June agenda for adoption.
- 7. **Announcements** – Mr. Heller stated that Maureen Wallace is retiring as of June 30, and her successor, Kathleen Kelly, will begin on June 6, 2011.
  - 8. **Next Meeting** - The next meeting is scheduled for Monday, June 27, 2011 at 3:00 p.m.
  - 9. **Adjournment** – Ms. Meyer adjourned the regular meeting at 3:50 p.m.

**Closed Session**

- 1. **Call to Order** – Ms. Meyer called the closed session to order at 4:00 p.m.
- 2. **Evaluation of Human Resources Executive Director/Classified** – This item will be continued when the Commissioners reconvene on June 1, 2011 at 2:00 p.m.
- 3. **Adjournment** – Ms. Meyer adjourned the closed session at 4:20 p.m., to be reconvened on June 1, 2011 at 2:00 p.m. in the Human Resources Conference Room.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Closed Session - Unadopted**

**June 1, 2011**

**Present:** Commissioners: Sabrina Meyer (Chair), and Gail Whooley

**Closed Session**

1. **Call to Order** – Ms. Meyer called the closed session to order at 2:08 p.m.
2. **Evaluation of Human Resources Executive Director/Classified** – Ms. Meyer reported out on the evaluation. Ms. Meyer delivered a draft of Ms. McKay’s evaluation, and on behalf of the Commission, Ms. Meyer expressed their appreciation for all of Ms McKay’s hard work and efforts during her time of service with the Sonoma County Office of Education and the Personnel Commission, and commented on how much she would be missed.
3. **Adjournment** – Ms. Meyer adjourned the closed session at 2:20 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Regular Meeting Minutes - Unadopted  
June 27, 2011**

**Present:** Commissioners - Sue Jackson (vice-chair), and Fran Elm (alternate); Staff - Jeff Heller, and Patti Springer; Guests - Angela Aubry, Maria Peluso, and Corinne Muelrath (arrived at 3:28 p.m.)

**Regular Meeting**

1. **Call to Order** - Ms. Jackson called the meeting to order at 3:02 p.m.
2. **Approval of the June 27, 2011 Regular Meeting Agenda** - On motion by Ms. Jackson, seconded by Ms. Elm, the motion carried to approve the agenda.
3. **Approval of the May 24, 2011 Meeting Minutes** - Tabled due to lack of quorum of commissioners who were in attendance.
4. **Approval of the June 1, 2011 Closed Session Minutes** - Tabled due to lack of quorum of commissioners who were in attendance.
5. **Public Comment** – None
6. **Action Items**
  - a. **Adoption of 2011-12 Meeting Schedule** - Dr. Heller reviewed the schedule with the commissioners; he will survey the absent commissioners to confirm their availability for the next meeting; which is scheduled for July 25, 2011.
  - b-f **Adoption of Revisions to Merit Rules 60.100 Health Exams and Employment Requirements; 60.200 Probationary Period; 60.300 Change in Class; 60.400 Limited Term Employees; and 60.500 Assignment of Disabled Employees** - Dr. Heller stated that there had been no additional changes to the merit rules since the first reading on May 24, 2011. On motion by Ms. Elm, seconded by Ms. Jackson, the motion carried to adopt the revisions.
7. **Information/Discussion Items**
  - a-f **First reading of Revisions to Merit Rules 70.100 Determination of Salary Schedule; 70.200 Application of Salary Schedule; 70.400.4 A. Vacation, 70.400.5 C. Paid Sick Leave, and 70.400.6 K. Industrial Accident Illness Leave; 70.400.16 Absence Due to Epidemic or Emergencies; 70.500 Payment of Employees; and 80.300 Political Activity** - Dr. Heller reviewed the changes that were made during the study session on May 24, 2011. The Commissioners asked for clarification as to why the paragraph on Y-rating on page 28 had been eliminated; and a clarification of the language on the reference to the use of sick leave in section 70.400.16. Dr. Heller will review the y-rating issue and revise section 70.400.16 prior to the next meeting.

(After the meeting, the recorded minutes from the study session on May 24, 2011 were reviewed. Ms. McKay stated that the reasoning for the elimination of 70.200.8 Salary on Reclassification of Position, B. Y Rate is that usually a reclassification moves upward on the salary schedule, but sometimes it can be downward; if an employee is y-rated at a higher rate it is not fair to the other employees who do the same work at a lower rate of pay.)

8. **Announcements** - None
9. **Next Meeting** - The next meeting is tentatively scheduled for Monday, July 25, 2011 at 3:00 p.m.; Dr. Heller will confirm the Commissioners' availability.
10. **Adjournment** - Ms. Jackson adjourned the meeting at 3:51 p.m.

**Closed Session**

1. **Call to Order** - Ms. Jackson called the closed session to order at 3:52 p.m.
2. **Personnel Discussion** - Dr. Heller discussed personnel issues with the Commissioners.
3. **Adjournment** - Ms. Jackson adjourned the closed session at 3:59 p.m.