

SLMC Meeting - Minutes
Human Resources Conference Room
October 20, 2016 - 9:00 a.m. – 10:30 a.m.

Attendees:

X	Dan Bienkowski	X	Anne Layton
X	Yolanda Galvez	X	Maria Peluso
X	Steve Herrington	X	Stacie Post-Sheffer
X	Mandy Hoffman		Debbie Shepherd
X	Michael Juric		

Guests:

Item/Owner	Time	Abbreviated Minutes	Next Steps
Welcome & Introductions – MJ	5 min	Welcome all!	N/A
Kudos - MJ	1 min	Kudos for bus drivers, they are working under difficult conditions - Mandy. Our many teams back to work and on track - Stacie. Good SCASA event, Fall Symposium - Steve. Tech use committee back up and running, full speed ahead - Dan The very busy summer is leveling out, kudos to the HR staff - MJ	N/A
E-mailing of catastrophic leave vs using mail - YG	2 min	A suggestion to email catastrophic leave requests instead of using US Mail.	Michael will share using this process instead with the HR staff.
Scent free environment - reminder sent out? YG	1 min	A request was made for a notice that the county office is a scent free environment. Although SCOE is not a scent free building, MJ noted that this will be addressed in the revise of the Employee Handbook. SH suggested that those folks who would like a scent free workspace, to please post a sign.	MJ to review Employee Handbook and make sure the issue is addressed in it.
Mendocino office (no room for holding confidential meetings)- long term goal? - YG	5 min.	The Mendocino office is having difficulty as there are no available meeting spaces.	Mandy to share with issue with John and develop a solution.
Privacy rooms are for employees and not teleconferences - post sign? - YG	2 min.	A discussion of the use of the Lactation/Privacy room and it's use.	MJ will follow up on suggestions to rename and post the purpose of the room to attend to personal accommodation/medical needs. (Rename Accommodation Room – formerly used).

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Olivers not employee friendly in the lunch room-long term goal? - YG	5 min.	IAs at the Windsor Oliver's don't have access to adequate seating for their breaks.	Mandy will check on lack of seating at Windsor Oliver's for IA on break.
Interest Based Bargaining (IBB) Training - MJ	5 min	IBB training will be held for ASCOE and SCOE on Jan 12 and 13. SCOE would like SEIU to join us as an opportunity to build communication at the very least.	SEIU will discuss and get back to the SCOE team via MJ.
Evaluation Document Committee - MJ	5 min	The Evaluation team will start on it's task soon, Nicole and Stacie will initiate the group. Copies of the minutes will go to MJ, Yolanda and Maria.	Info only
PARS Update - MJ	5 min	Individual eligible for the PARS incentive have received initial information. An informational meeting will be held November 2 nd in the Board Room. A workshop will be held in the Redwood Rooms November 30 th . HR staff is developing a FAQ sheet and is available to assist staff with questions. Deadline date for submission of interest to retire is December 9 th . This must be received by PARS as of 5:00 p.m. on that date. SCOE will then determine if there is a savings allowing us to move forward. Participants must retire on or before June 30, 2017.	Info only
Training Update - MH	5 min.	Sp ed is beginning training with transition and pre-school IAs. An email and special ed newsletter notice will go out regarding the dates. The first training is Monday of the Thanksgiving week with a second training the first Monday of December. Sub IAs and sub teacher training will be held the first Monday of the Thanksgiving week. The primary need is substitute IAs. Targeted Solutions appears to be going well.	Info only
Remodel Update	5 min.	There was a question regarding the schedule for the remodel of the staff lounge. It is scheduled for 2017-2018. The folding panels in the Redwood Rooms will be replaced starting this winter break (times are approximate) The new building will begin later in winter. As we move into 2017-2018 the Oak Rooms will be reconverted, then the library and staffroom/kitchen.	Info only
Health and Safety Update	2 min.	The Health and Safety committee is looking at using surplus dollars to fund special health and safety needs.	Info only

Future Meetings 2016-17	Future Items for Discussion
November 18, 2016	
December 15, 2016	

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January 26, 2017	
February 23, 2017	
March 30, 2017	
April 27, 2017	
May 25, 2017	
June 29, 2017	

** All meetings will be held at 9:00 – 10:30 a.m. in the Human Resources Conference Room unless otherwise noted.*