

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**January 11, 2016 - 3:00 p.m.**  
**Human Resources Conference Room**

Commissioners: Theresa Cunningham (Chair), Gerald Klor, Gail Whooley (Vice-Chair), and Fran Elm (Alternate);  
Staff: Michael Juric, Ed.D., and Patti Springer

**Regular Meeting**

1. Call to Order
2. Approval of the January 11, 2016 Regular Meeting Agenda
3. Approval of the December 15, 2015 Regular Meeting Minutes
4. Public Comment - *At this time any person wishing to speak will be given up to three minutes to make a presentation to the Personnel Commission on any agenda item or a non-agenda item so long as it is within the subject matter jurisdiction of the Personnel Commission. The Commission may not discuss or take action on any issue not on the agenda, except to ask questions or refer matters to staff. The public may also address items on the agenda when such items are being considered.*
5. Action Items
  - a. Election of Commission Chair
  - b. Election of Commission Vice-Chair
  - c. Approval of new position/job description for Classified Management IT Infrastructure/Security Manager and placement on Range 4 of the Classified Management Salary Schedule
  - d. Approval of Working Out of Class Request for Business Services Fiscal Analyst
  - e. Approval of Team Player Award Submission period March 1, 2016 – April 1, 2016
6. Information/Discussion Items
  - a. Personnel Commission Annual Report - Discussion
  - b. Classified Recruiting Update December 5, 2015 – January 3, 2016
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, February 22, 2016, at 3:00 p.m. in the Human Resources Conference Room.  
*2015-16 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 20, August 17, September 21, October 19, November 16, December 14 (second Monday), January 11 (second Monday), February 22 (fourth Monday), March 21, April 18, May 16, and June 20. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.*
9. Adjournment

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes - Unadopted**  
**December 15, 2015 - 3:00 p.m.**

**Present** - Commissioners: Theresa Cunningham (Chair), Gerald Klor, and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Dr. Steve Herrington, Yolanda Galvez, and Debbie Shepherd

**Oath of Office**

Dr. Herrington administered the Oath of Office to Ms. Theresa Cunningham.

**Regular Meeting**

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:02 a.m.
2. **Approval of the December 15, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the November 16, 2015 Regular Meeting Minutes** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
  - a. **Approval of Revisions to job title and description of Public Information Assistant/Interagency Liaison – Confidential to Agency Outreach Coordinator – Confidential** – Dr. Juric provided information regarding the need for the revisions to the job description. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revisions to the Agency Outreach Coordinator, formerly titled Public Information Assistant/Interagency Liaison.
6. **Information/Discussion Items**
  - a. **Classified Recruiting Update November 9, 2015 – December 4, 2015** – Dr. Juric reviewed the recruiting update and discussed the SELPA Fiscal Analyst .20 FTE position and the difficulty filling part-time positions, as well as LVN positions.
7. **Announcements** – The early bird deadline for the CSPCA 2016 Conference is 12/31/15. Ms. Springer will process the conference registration and hotel reservation for Ms. Cunningham.
8. **Next Meeting** - The next meeting is scheduled for Monday, January 11, 2016, at 3:00 p.m. in the Human Resources Conference Room.  
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The open session was adjourned to closed session at 3:12 p.m.

**Closed Session: Adjournment to closed session to consider and/or take action upon any of the following items:**

1. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957;  
Public Employee Performance Evaluation  
Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

Reconvened to open session at 3:16 p.m.

**Open Session**

9. **Report out of reportable action for closed session, if any**
  1. **Public Employee Performance Evaluation** – no reportable action
10. **Adjournment** - Ms. Cunningham adjourned the meeting at 3:16 p.m.