

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
January 23, 2017, 3:00 p.m.
Human Resources Creekside Conference Room

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

Oath of Office

The Oath of Office will be administered to re-appointed Personnel Commissioner, Ms. Gail Whooley, by Dr. Michael Juric, pending receipt of approval of appointment from the State Superintendent of Public Instruction.

Regular Meeting

1. Call to Order
2. Approval of the January 23, 2017 Regular Meeting Agenda
3. Approval of the December 19, 2016 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. Request Approval of Working Out-of-Class Request for Business Data Control Technician II to perform duties of Business Services Accounting Technician II from December 1, 2016 through January 13, 2017
 - d. Request to Accept Alternate Commissioner's Resignation
 - e. Request Approval of Revisions to Department Accounting Coordinator Job Description
 - f. Request Approval of Revisions to Human Resources Analyst Job Descriptions
6. Information/Discussion Items
 - a. Classified Recruiting Update December 9, 2016 – January 13, 2017
7. Assistant Superintendent Update
 - a. Alternate Personnel Commissioner Recruitment
8. Announcements
9. Next Meeting - The next meeting is scheduled for Monday, February 27, 2017, at 3:00 p.m. in the Human Resources Conference Room.

2016-17 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for February 27, March 27, April 24, May 22, and June 26. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

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 Discipline/Dismissal/Release

Open Session

10. Report out of reportable action for closed session, if any
11. Adjournment