

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes Adopted
January 11, 2016

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

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the January 11, 2016 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the December 15, 2015 Regular Meeting Minutes** – On motion by Mr. Klor, 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 Mr. Klor, seconded by Ms. Cunningham, Ms. Whooley was nominated as Commission Chair for 2016.
 - b. **Election of Commission Vice-Chair** – On motion by Ms. Whooley, seconded by Ms. Cunningham, Mr. Klor was nominated as Commission Vice-Chair for 2016.
 - 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** – Mr. Bienkowski provided information on the need for increased IT security and the subsequent need for a new position. The Commissioners reviewed the justification, job description and salary comparisons. Discussion included protocols for student privacy, future upgrade to the firewall, recent breaches, etc. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the new position/job description and placement on Range 4 of the Classified Management Salary Schedule.
 - d. **Approval of Working Out of Class Request for Business Services Fiscal Analyst** – Dr. Juric explained that the Fiscal Analyst in Business Services would be picking up the previous Accountant's Kashia payroll duties until a replacement is hired. Ms. Whooley motioned to approve the request, with a second from Mr. Klor. Discussion ensued with Ms. Galvez asking how the assignment of the additional duties to the Fiscal Analyst are any different from the assignment of additional duties for Kashia payroll to the Account Tech III position, in which the incumbent is not receiving any additional compensation for working out-of-class. Dr. Juric explained that there is a significant larger body of work being assigned to management, compared to the body of work being assigned to the Account Tech III. The Fiscal Analyst has picked up these duties with a higher level of responsibility, in addition to her own. These higher-level duties include governance issues, fiscal oversight, etc. Dr. Juric explained that this position would continue these duties for an additional one or two months. The motion was approved with the request that Dr. Juric provide a status report on the Working Out-of-Class assignment at the February 22 meeting.
 - e. **Approval of Team Player Award Submission period March 1, 2016 – April 1, 2016** –The Commissioners provided information regarding past Team Player Award nominations and acknowledgements. Dr. Juric and the Commissioners reviewed the 2015 criteria and nomination form and made some revisions. The 2016 Team Player Award forms will be brought before the Commission at it February meeting. Carried forward to February 22.

6. Information/Discussion Items

- a. Personnel Commission Annual Report** – Dr. Juric explained that past annual reports have been running six to eight months in arrears; and that he would like to move in the direction of presenting the draft report of the current year to the Commissioners in May to set goals for the subsequent year. The Commissioners concurred.

- b. Classified Recruiting Update December 5, 2015 – January 3, 2016** – Dr. Juric reviewed the report with the Commissioners, informing them that the Business Services Specialist position recruitment wasn't successful in procuring a qualified candidate; but the External Accountant position recruitment was very successful in that they had two qualified candidates. Business Services Administrators decided to hire an additional External Accountant; thereby eliminating the need for the Business Services Specialist.

7. Announcements - None

- 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** – Ms. Cunningham adjourned the meeting at 4:10 p.m.