

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
January 23, 2017, 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), and Gail Whooley; Staff: Michael Juric, Ed.D., Nicole Rosaschi, and Patti Springer; Guests: John Laughlin, and Debbie Shepherd

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. – Tabled, as the State Superintendent of Public Instruction’s appointment letter had not yet been received.

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 2:59 p.m.
2. **Approval of the January 23, 2017 Regular Meeting Agenda** – on motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the December 19, 2016 Regular Meeting Minutes** – on motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the meeting minutes.
4. **Public Comment** – Ms. Shepherd commented on the post-retirement pay/salary schedule for CalPERS retirees and wants to make sure SCOE is following Ed Code. SCOE is finding retirees to work in the districts and SCOE is paying the retirees and the districts are reimbursing SCOE. Dr. Juric will schedule a meeting with Linda Daugherty, Debbie Shepherd, and Mary Downey. He will report back to the Commission at it’s March meeting.
5. **Action Items**
 - a. **Election of Commission Chair** – Ms. Cunningham nominated Mr. Klor for Chair, Ms. Whooley seconded the nomination, and Mr. Klor accepted. Mr. Klor provided a brief overview of the duties of the Commission Chair in response to Ms. Shepherd’s question.
 - b. **Election of Commission Vice-Chair** – Ms. Whooley nominated Ms. Cunningham for Vice-Chair, Mr. Klor seconded the nomination, and Ms. Cunningham accepted.
 - 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** – Dr. Juric explained that this request was presented to the Commissioners at the December meeting, but tabled until this meeting as he had to see if employees had previously been paid for cross training. Dr. Juric has reviewed the SEIU contract and met with Debbie Shepherd and Carol Mahan from the Union. He believes that we have blended both Article 9 & 17 of the SEIU contract. The employee was not cross training, but was learning the tasks of the working out-of-class. On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the working out-of-class. Dr. Juric stated that he had made a judgement call to pay the employee prior to the Commission’s approval; had it not been approved the out-of-class compensation would have been reversed.
 - d. **Request to Accept Alternate Commissioner’s Resignation** – The Commission reviewed Ms. Elm’s email regarding her resignation. On motion by Ms. Whooley, seconded by Mr. Klor, Ms. Elm’s resignation was accepted.
 - e. **Request Approval of Revisions to Department Accounting Coordinator Job Description** – Dr. Juric stated that this job description encompasses both the Special Education and Alternative Education/Student Support (AESS) departments. Mr. Laughlin addressed the revisions/additions which pertain to the processing of a variety of school district agreements. These duties are comparable to those of a school district business manager. He stated that he has spoken with the Director of AESS, Georgia Ioakimedes, about the revisions and she is agreeable to them. Mr. Laughlin further explained that the incumbent was

already performing these duties but are now formalizing the job description. Ms. Cunningham asked about the accounting duties under the “Definition” and how that relates to the new bullets. Mr. Laughlin explained that the accounting duties include contract development, monitoring time and costs, and processing invoices, etc. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revisions to the Department Accounting Coordinator job description.

- f. Request Approval of Revisions to Human Resources Analyst Job Descriptions** – Dr. Juric explained that he had first made revisions to the HR Analyst as two separate positions - Human Resources Analyst – Benefits/Leaves and Human Resources Analyst – Hiring/Selection. He then revised the job description to one HR Analyst with two different focus areas – hiring/selection and benefits/leaves. Mr. Klor expressed his concerns with both, such as recruitments, job evaluations, seniority issues, etc. He said cross training may preclude issues and two employees performing the benefit duties would have a better understanding of them; and asked about cross training. Dr. Juric will be meeting with the union representatives, Debbie Shepherd and Carol Mahan regarding the job descriptions but informally asked Ms. Shepherd what her feelings were. She stated that the HR Analysts should be able to cover all aspects of the job; but felt that it was okay to have two different job descriptions. Mr. Klor commented that it would be cleaner with the same job class. This item was tabled and will be brought back to the Commission in March for a second reading.

6. Information/Discussion Items

- a. Classified Recruiting Update December 9, 2016 – January 13, 2017** – Dr. Juric and the Commissioners reviewed the report. Additionally, Dr. Juric stated that HR is developing a recruitment calendar that will be shared with department administrators so they may see availability for their own needs.

7. Assistant Superintendent Update

- a. Alternate Personnel Commissioner Recruitment** – Dr. Juric stated that the position has been advertised on Facebook, LinkedIn, Edjoin, and the SCOE website. Deadline to apply is February 10, 2017. A panel made up of one representative of each of the three classified employee groups will interview applicants and select finalists to be interviewed by the Commission.

8. Announcements – None

- 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.

The open session was adjourned to closed session at 3:33 p.m. by Mr. Klor.

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

Reconvened to open session at 3:44 p.m.

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

Public Employee Discipline/Dismissal/Release – no reportable action.

- 11. Adjournment** – Mr. Klor adjourned the meeting at 3:45 p.m.