

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes Adopted
October 17, 2016, 3:00 p.m.

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

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:08 p.m.
2. **Approval of the October 17, 2016 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the September 19, 2016 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes with the correction to Item 9 noting that Ms. Whooley adjourned the meeting, not Ms. Cunningham.
4. **Public Comment** – Ms. Galvez said she would reserve her comments until the item is addressed.
5. **Action Items**
 - a. **Request Approval for Advanced Step Placement for newly hired Lead Custodian from Step 1 (\$18.25) to Step 3 (\$20.11) of Range 22 on the SEIU salary schedule** – Dr. Juric stated that this has been a hard position to fill. The new hire comes to SCOE with 4 years of school custodial experience, and has been training school custodians for the past year. In his capacity as Lead Custodian here at SCOE he would train the custodial substitutes. Dr. Juric stated that if he were placed on Step 2, it would still be less than his previous salary. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the Advanced Step Placement to Step 3, Range 22 on the SEIU salary schedule. Ms. Galvez
 - b. **Request Approval for Advanced Step Placement for former SCOE employee (retiree) working temporarily as a SELPA Administrative Support Secretary III from Step 1 (\$17.79) to Step 6 (\$22.06) of Range 21 on the SEIU salary schedule.** – Dr. Juric provided information regarding the recruitment for this temporary position, for which there were no applicants. He considered using a temp agency and then approached a SCOE retiree, former Legal Receptionist, who was interested in working this temporary 2-month assignment. Ms. Galvez inquired if it was advertised at Step 6. Dr. Juric explained that it was not, it was advertised as a Working Out-of-Class at 5% to current employees. He added that a retiree was recruited, so different compensation rules pertain. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the Advanced Step Placement at Step 6 of Range 21. Further discussion ensued with Dr. Juric explaining that this temporary assignment was created when the incumbent was temporarily promoted to cover for an employee who is on medical leave.
 - c. **Request Approval for Working Out-of-Class for SELPA Administrative Support Secretary III from August 1, 2016 through September 23, 2016.** – Dr. Juric reviewed the request with the Commissioners and explained the reason for the delay. The employee will receive retroactive working out-of-class compensation. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the Working Out-of-Class request.
 - d. **Request Approval for Reclassification for Business Services/Operations Accounting Technician II to Division Support Assistant and movement from Range 30, Step 11 (\$30.39) to Range 32, Step 11 (\$31.93) on the SEIU Salary Schedule; effective upon approval by the Personnel Commission.** - Dr. Juric reviewed the request with the Commissioners. He stated that the incumbent has experience and meets the qualifications to be placed in the position without examination; and that the level of

responsibility of the Division Support Assistant position is higher and the responsibilities will most likely increase over the next few years. Mr. Silvestrini provided examples of the increasing duties, requirements, etc., outside of the Accounting Technician II classification. In addition, Dr. Juric clarified that this is not a Reclassification but rather a Change in Classification per Merit System Rule 30.200.10 Changes in Classification of Existing Position. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the request for a change in classification of the Business Services/Operations Accounting Technician II to Division Support Assistant effective October 17, 2016.

6. Information/Discussion Items

- a. Update on Expiring Term of Personnel Commissioner Gail Whooley** – December 1, 2016 – Ms. Springer provided an update and explained the process.
- b. Classified Recruiting Update September 6, 2016 – October 5, 2016** – Dr. Juric and the Commissioners reviewed the report.
- c. 39-Month Rehire Practice** – Dr. Juric explained that when an employee is laid off and accepts demotion in lieu of layoff, past practice has been to grant the employee an additional 24 months of rehire rights.
- d. Assistant Superintendent Update** – Dr. Juric reported on the Personnel Commission department tours that occurred today throughout the Skylane Facility. He provided information regarding PARS, the early retirement incentive that has been offered to classified and classified confidential staff. This year the incentive is being offered to employees who have worked for SCOE for at least 15 years and 55 years of age; and is calculated at 30% of the employees' highest annual salary. There were 42 eligible employees but SCOE needs at least 10 participants to meet the requirements. Employees have been notified by email and will be receiving their PARS packet in the mail soon. The deadline to submit irrevocable letters of retirement to PARS is December 9, 2016.

7. Announcements - None

- 8. Next Meeting** - The next meeting is scheduled for Monday, November 21, 2016, at 3:00 p.m. in the Human Resources Conference Room.

2016-17 meetings are normally scheduled for the 3rd Monday of each month. Future meetings are scheduled for December 19, January 23 (fourth Monday), February 27 (fourth Monday), March 20, April 17, May 15, and June 19. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

- 9. Adjournment** – Ms. Whooley adjourned the meeting at 4:02 p.m.