

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
October 19, 2015 - 3:00 p.m.

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

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:03 p.m.
2. **Approval of the October 19, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the September 21, 2015 Regular Meeting Minutes** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the September 21, 2015 minutes.
4. **Approval of the August 17, 2015 Regular Meeting Minutes** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the August 17, 2015 minutes.
5. **Public Comment** – None
6. **Action Items**
 - a. **Request for Advanced Step Placement of Transition Teaching Assistant in Special Education at Step 2 of the Classified SEIU Salary Schedule Range 15** – Dr. Juric gave an overview of the request along with information on the incumbent's previous work history with SCOE. On motion by Ms. Whooley, seconded by Mr. Klor, the motion carried to approve the Advanced Step Placement Request at Step 2, retroactive to August 18, 2015.
 - b. **Approval of Revisions to Special Education Fiscal Analyst Job Description** – Dr. Juric explained that the reason for the revision to the job description is that the MAA duties were assigned to an employee in SELPA, those duties along with the employee in that position moved to Business Services, but SELPA is still in need of a .20 FTE position in SELPA. This job description crosses over both the Business Services and SELPA departments and involves three employees. It was suggested that specific job descriptions for the SELPA positions and the Business Services position might need to be created at a later date. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the revisions to the job description as presented.
 - c. **Approval of New Job Description, Business Services Specialist, and placement on the Classified Management Salary Schedule Range 4** – Ms. Thomson spoke in regards to the new external position that is being created in Business to assist districts that are having trouble filling vacant Business Manager positions. This position could be contracted for a specific period of time at a less than 1.0 FTE. Dr. Juric commented that he felt that this was a good use of SCOE resources, as the services we provide for Business and Human Resources are most likely going to increase. Ms. Thomson stated she would have oversight of this position and with the addition of this position it may provide potential opportunities for the SCOE accountants to be freed up to visit those districts under their authority. Ms. Cunningham suggested other opportunities to set up other positions like this in different departments. IT recently did hire someone to assist districts with their IT needs. The districts are not only charged for this employee's salary but also for travel/mileage. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the new job description and place it on Range 4 of the Classified Management Salary Schedule.

7. Information/Discussion Items

- a. Reappointment of Commissioner Theresa Cunningham** – Dr. Juric advised that the SCOE Board approved the recommendation to reappoint Ms. Cunningham. The next step is to send the recommendation to the State for their official re-appointment.

- b. Classified Recruiting Update September 22 – October 12, 2015** – Dr. Juric reviewed the report with the Commissioners. Discussion ensued regarding LVN/TA positions, and it was suggested that SCOE contact Sutter and Kaiser regarding part-time LVNs, and the SRJC. Ms. Galvez asked if listing the first three salary ranges on the position announcements have helped. Dr. Juric said it has.

8. Announcements - None

- 9. Next Meeting** - The next meeting is scheduled for Monday, November 16, 2015, 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.

- 10. Adjournment** – Ms. Cunningham adjourned the meeting at 3:42 p.m.