

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Unadopted
November 16, 2015 - 3:00 p.m.

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

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the November 16, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the October 19, 2015 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Working Out-of-Class Request for Educational Support Services Division Support Assistant** – Dr. Juric presented the request to the Commissioners. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the request for Working-Out-of-Class for the Educational Support Services Division Support Assistant effective November 9, 2015 through March 1, 2016.
 - b. **Working Out-of-Class Request for Printing Technician** – Dr. Juric presented the request to the Commissioners. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the request for Working-Out-of-Class for the Printing Technician effective October 12, 2015 – October 23, 2015.
6. **Information/Discussion Items**
 - a. **Reappointment of Commissioner Theresa Cunningham** – Dr. Juric provided information on the submission process to the State for reappointment.
 - b. **Classified Recruiting Update October 13, 2015 – November 6, 2015** – Dr. Juric reviewed the report with the Commissioners.
7. **Announcements**
 - a. **Anticipated timeline for Personnel Commission Annual Report for 2014-15** – Dr. Juric stated that the draft would be submitted to the Commissioners for the review in January and the final report will be submitted in February. Dr. Juric also asked the Commissioners and Union representatives for input on the annual report.

In addition, Dr. Juric provided the Commissioners the 2016 CSPCA Annual Conference information/registration form. Ms. Cunningham expressed her interest in attending; Ms. Springer will complete the conference and hotel registration for her.
8. **Next Meeting** - The next meeting is scheduled for Monday, December 14, 2015, at 3:00 p.m. in the Human Resources Conference Room. **(This meeting was later rescheduled to Tuesday, December 15, due to a scheduling conflict.)**

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 15 (second Tuesday), 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.

The open session was adjourned to closed session at 3:10 p.m.

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 Performance Evaluation

Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

Open Session

Reconvened to open session at 3:47 p.m.

Report out of reportable action for closed session, if any

1. **Public Employee Performance Evaluation** – no reportable action
10. Adjournment - Ms. Cunningham adjourned the meeting at 3:48 p.m.