

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
December 18, 2017, 3:00 p.m.
Human Resources Creekside Conference Room

Present: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Gail Whooley, Deborah Muchmore, John Laughlin, Nicole Rosaschi

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the December 18, 2017 Meeting Agenda** – On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the November 20, 2017 Regular Meeting Minutes** - On motion by Ms. Cunningham and seconded by Ms. Cunningham and Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – There were no members of the public present; there were no comments.
5. **Action Items**
 - a. **Request Approval for Advanced Step Placement of LVN/Teaching Assistant New Hire to Step 3 of Range 39 on the SEIU salary schedule** – Mr. Laughlin provided an explanation for the qualifications of Ms. Misi and the request for this Advanced Step Placement. There was discussion and clarification about the step versus range on the salary schedule. This particular candidate responded to a direct invitation to apply and went through the open recruitment process. On motion by Mr. Klor and seconded by Ms. Whooley and Ms. Cunningham, the motion carried to approve this Advanced Step Placement.
 - b. **Request Approval of Revisions to Coordinator Employee/Employer Relations Job Description and to the Salary Schedule** – This item was not brought before the Commission; it was learned after the posting of the Agenda that this position is not under the purview of the Personnel Commission.
6. **Information/Discussion Items**
 - a. **Classified Recruiting Update November 18, 2017 – December 12, 2012** – Mr. Laughlin review the Classified Recruiting Update with the Commissioners, which shows that our office is almost fully staffed. There have been many efforts, including recruiting events with the Press Democrat and Graton Rancheria.
7. **Associate Superintendent Update** – Mr. Laughlin welcomed Ms. Muchmore. Her appointment to the Commission was approved by the Board and will be sent to the State Superintendent’s office for formal appointment. Mr. Laughlin thanked Mr. Klor for his dedication to the Personnel Commission and shared that all three Human Resources Directors he worked with during his appointment spoke very highly of him. Mr. Klor shared that he very much enjoyed his time with the Commission and spoke about the Commission’s role.
8. **Announcements** – Mr. Laughlin shared that the services for Dr. Herrington’s wife, Beverly, are January 11th. The Fire Relief continues. We have 12 staff members and 7 students who lost their homes. There was no reported loss of life with our organization. We’ve had an amount between the high 200 and low 300 of hours donated from staff to other staff from our Leave Bank Donations. SMART passes were donated to various businesses for unlimited travel thru December 31st and we were able to distribute some passes to our employees. We had a holiday party, including a sweater contest, which was very well attended.

Ms. Cunningham inquired if at the next meeting the Commission could take a look at the Board Report data since it will be the 6th month mark. Ms. Rosaschi will bring forward a new format for that review.
9. **Next Meeting** - The next meeting is scheduled for January 22, 2018, at 3:00 p.m. in the Human Resources Conference Room.
10. **Adjournment** – The meeting was adjourned at 3:24 p.m.