**SONOMA COUNTY OFFICE OF EDUCATION**

**Personnel Commission**

**Regular Meeting Minutes - Adopted**

**December 19, 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: Dan Bienkowski, 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 3:00 p.m.

**2. Approval of the December 19, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.

**3. Approval of the November 21, 2016 Regular Meeting Minutes** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes with the correction to the last sentence in paragraph 2 of Item 6a. The sentence was corrected to *Ms. Cunningham noted, as a result of her visits, that the TAs have a tough job and are compassionate about their students, Ms. Galvez concurred.*

**4. Public Comment** - None

**5. Action Items**

1. **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 reviewed the Request with the Commissioners. Ms. Shepherd requested assurance that the employee is being paid out-of-class for just the actual work, not the cross training; as this has not been done in the past. Dr. Juric will check to see if employees have previously been paid for cross training. Request was tabled until the January meeting.
2. **Adoption of Revisions to Information Systems Support Analyst Job Description** – Mr. Bienkowski spoke in regards to both the Support Analyst and Support Technician job descriptions. He explained that the Support Technician position consists of 50% clerical and 50% help desk duties; and that the Support Analyst management position included some clerical duties. The revisions made were mainly to migrate the clerical duties from the Analyst to the Technician. He further explained that the Analyst was previously part of the SEIU unit but was reclassified to management with the addition of the California Longitudinal Pupil Achievement Data System (CALPADS) and other duties that are similar to the Business Analyst management position. Discussion ensued regarding the purpose of the CALPADS system. Ms. Shepherd asked if management duties were being moved to the technician position and if any salary changes were being made. Mr. Bienkowski replied “no” to both questions. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to adopt the revisions to the Information Systems Support Analyst Job Description.
3. **Adoption of Revisions to Information Technology Support Technician Job Description** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to adopt the revisions to the Information Technology Support Technician Job Description.
4. **Adoption of Revisions to Merit System Rule 70.400.6 Industrial Accident/Illness Leave in accordance with Assembly Bill 915 which repealed the travel restriction in accordance with Education Code 44984 and 45192.** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to adopt the revisions to Merit System Rule 70.400.6 Industrial Accident/Illness Leave in accordance with Assembly Bill 915 which repealed the travel restriction in accordance with Education Code 44984 and 45192.

**6. Information/Discussion Items**

1. **Classified Recruiting Update November 11, 2016 – December 9, 2016** – Dr. Juric and the Commissioners reviewed the report.

**7. Assistant Superintendent Update**

1. Dr. Juric stated that Fran Elm emailed the Commission this afternoon advising of her resignation as an alternate. He advised that the procedure, as outlined in the Merit System Rules 20.100, shall be followed to recruit for a new alternate. Ms. Springer will email Section 20.100 from the Rules to the Commissioners.
2. Dr. Juric informed the Commissioners that Merit System Rule 20.200.1 Regular Meetings states “the Commission shall meet on the fourth Monday of each month”, rather than the third Monday of each month as they have been meeting. He proposed a change to the Rules but Mr. Klor suggested changing the scheduled meetings to the fourth Monday instead; Ms. Cunningham and Ms. Whooley concurred. Ms. Springer will reschedule the meetings and forward the information to the Commissioners via email.
3. Dr. Juric advised that the PARS retirement incentive has been approved. 12 classified employees will be retiring with the incentive, with retirement dates ranging from December 30, 2016 through June 30, 2016. The affects to departments were briefly discussed, i.e., restructuring within Human Resources and Business Services.

**8. Announcements** - None

**9. Next Meeting** - The next meeting is scheduled for Monday, January 23, 2017, at 3:00 p.m. in the Human Resources Conference Room. Per Item 7.2 meetings will be rescheduled to the fourth Monday of each month in accordance with Merit System Rule 20.200.1 Regular Meetings.

*2016-17 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for January 23, 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 3:27 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 Discipline/Dismissal/Release

**Open Session**

Reconvened to open session at 3:40 p.m.

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

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

**11. Adjournment** – Ms. Whooley adjourned the meeting at 3:40 p.m.