

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Unadopted
February 22, 2016 - 3:00 p.m.
Human Resources Conference Room

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), and Gail Whooley (Chair), Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Yolanda Galvez, Gary Graff (arrived at 3:25 p.m.), Maria Peluso, Debra Sanders, and Debbie Shepherd

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the February 22, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the January 11, 2016 Regular Meeting Minutes** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
4. **Public Comment** - None
5. **Action Items**
 - a. **Working Out of Class Request for Business Services Fiscal Analyst – Rescission** – Dr. Juric explained that an error had been discovered and are therefore requesting a formal rescission. The employee has been notified of the error. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to rescind the request.
 - b. **Adoption of new job description for Foster Youth Services Attendance and Outreach Specialist and placement on the Range 28 of the SEIU Salary Schedule** – Ms. Sanders provided information on new legislation AB854, grant funding, and the need for this new position. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the new job description and placement on Range 28 of the SEIU Salary Schedule.
 - c. **Adoption of revisions to Adaptive Equipment Technician Job Description** – Dr. Juric explained that this job description, which has not been revised since 1993, was not included in the classification study. Comparable job descriptions and salaries were reviewed and taken into consideration when preparing the revisions. The salary for the SCOE position placed higher than all but one of the comparables; so Dr. Juric did not deem salary placement an issue that needed to be addressed. Discussion ensued in regards to the employee’s job duties of manufacturing/fabricating adaptations, removal and installation of hard drives and software, repairing computers, etc. As a result of the discussion additional edits were made to the job description. The first bullet under Examples of Duties and Responsibilities was stricken and the second bullet was revised.

Dr. Juric reviewed the salary comparisons with the Commissioners and guests – they looked at salary comps with longevity and then without. Ms. Peluso commented that they are looking for some sort of compensation, i.e., salary increase, or stipend for advanced knowledge. Mr. Klor commented that this is a very long-standing position and fabricating has been included in the job description since 1993, he did not feel a salary increase was warranted. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to adopt the revisions to the job description with the additional edits and with no changes to the current salary placement.

- d. **Adoption of the revisions to the Team Player Award Criteria and Nomination Forms** – Dr. Juric discussed the form with the Commissioners; additional revisions were suggested. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to adopt the revisions with additional edits provided by Dr. Juric.

6. Information/Discussion Items

- a. **Classified Recruiting Update January 4, 2016 – February 12, 2016** – Dr. Juric reviewed the report with the Commissioners and discussed the IT Infrastructure, and Industrial Designer positions. Dr. Juric is currently working on departmental organizational charts.

7. **Announcements** – Ms. Cunningham and Ms. Whooley will be attending the Personnel Commission Conference in Anaheim this week and will report out on the conference at the March meeting.

8. **Next Meeting** - The next meeting is scheduled for Monday, March 21, 2016, 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.

9. **Adjournment** – Ms. Whooley adjourned the meeting at 4:16 p.m.