

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

Regular Meeting Minutes - Adopted

February 27, 2017, 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley; Staff: Michael Juric, Ed.D., and Nicole Rosaschi; Guests: Debbie Shepherd and Maria Peluso

Regular Meeting

1. Call to Order – Mr. Klor called the meeting to order at 3:00 p.m.

Oath of Office

Dr. Herrington administered the Oath of Office to Gail Whooley.

2. Approval of the February 27, 2017 Regular Meeting Agenda - on motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.

3. Approval of the January 23, 2017 Regular Meeting Minutes – on motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.

4. Public Comment – Ms. Shepherd raised the topic again about a salary schedule that was implemented and for the Personnel Commission to look at it. This topic will be discussed in the Assistant Superintendent's Update.

5. Action Items

- a. Request Approval of Revisions to Human Resources Analyst Job Description** – At Dr. Juric's request, this is a second review. As a result of the Classification Study, this is brought forward. A question from Ms. Peluso: Will a new person be hired into this position? Yes. Dr. Juric explained there will be two HR Analysts for Recruitment and two HR Analysts for Benefits. Worker's Compensation issues currently on Patti Springer's desk will move to the benefits desk. Marlene Moore is moving from Recruitment to Benefits in HR. This is not a confidential position. On motion by Ms. Cunningham to approve the changes to this job description and seconded by Mr. Klor and Ms. Whooley, the motion carried to approve the revisions to the Human Resources Analyst job description.
- b. Request Approval of Revisions to Executive Administrative Assistant – Confidential Job Description** – Dr. Juric reviewed the very minor two changes. Anne Layton currently in this position. She took a position in Oregon, her last day is Friday. On motion by Ms. Cunningham to approve the changes and seconded by Mr. Klor and Ms. Whooley, the motion carried to approve the revisions to the Executive Administrative Assistant – Confidential job description.
- c. Request Approval of Revisions to Legal Department Accounting Coordinator – Confidential Job Description** – Dr. Juric spoke to the changes as Carl Corbin was not present. Minor word processing changes and updates in language. No questions from anyone. Dr. Juric stated that this is as a result of a retirement. On motion by Ms. Cunningham to approve the changes and seconded by Mr. Klor and Ms. Whooley, the motion carried to approve the revisions to the Legal Department Accounting Coordinator – Confidential job description.
- d. Request Approval of Revisions to Legal Secretary – Confidential Job Description** – Dr. Juric stated there were more extensive changes on this one. Again as a result of a retirement. The changes make it more current. The position has not posted yet. He jumped down to talk about the Paralegal position. No questions. On motion by Ms. Whooley and seconded by Ms. Cunningham and Mr. Klor, the motion carried to approve the revisions to the Legal Secretary – Confidential job description.

- e. **Request Approval of Revisions to Paralegal Specialist - Confidential Job Description** – Dr. Juric stated the job would post as Legal Secretary-Confidential. The Paralegal would be a higher rate of pay. They will post it to get the biggest net possible for Legal Secretary, if they get folks qualified for both then it will be a 25% Paralegal and 75% Secretary, by way of split-funding it. If they don't get qualified applicants for that, then they will hire for the Legal Secretary full time. A question was asked if SCLS does their own work or if they farm some out. They do all their own work. On motion by Mr. Klor and seconded by Ms. Cunningham, the motion carried to approve the revisions to the Paralegal Specialist – Confidential job description.
- f. **Request Approval of Revisions to the Team Player Award Criteria and Nomination Forms and Schedule the Reception** – Discussion regarding previous years. Near the bottom of the form we could have an indication by HR if the person has been a recipient before. Award recipient selection will be at the April meeting and the event is to be held at the May (5/22/17) meeting. On motion by Mr. Klor and seconded by Ms. Cunningham, the motion carried to approve the revisions to the Team Player Award Criteria and Nomination Forms.

6. Information/Discussion Items

- a. **Classified Recruiting Update January 19, 2017 – February 18, 2017** – Dr. Juric and the Commissioners reviewed the report. Dr. Juric shared HR's Recruitment Timeline showing the recruitments in process. Patti Springer will be retiring 4/30/17, but taking vacation from 4/14/17 on.

- 7. **Assistant Superintendent Update** – Dr. Juric initiated a discussion regarding Ms. Shepherd's question. Her concern is regarding a salary schedule that is in effect, Business Support Provider Classified Supplemental. This is related to fee for service related to activities in the Business Services department. Ms. Shepherd asked whether these people are employees? Discussion occurred regarding this issue. Ms. Shepherd's question is, "Who controls the hours?" Is it the district they are contracted to work for or SCOE? This discussion should occur with Ms. Downey, Deputy Superintendent, not at the Commission level.

Transitions are occurring throughout the building. A potential Out of Class coming to the Commission for Anne Layton's position; the person's current supervisor must approve it.

- a. **Alternate Personnel Commissioner Recruitment:** March 10th is the first set of interviews. The panel is set, they will rank the candidates and the interviews will go forward at the April Meeting so that Ms. Whooley may be present (she will not be at the March meeting).

- 8. **Announcements:** No announcements.

- 9. **Next Meeting** - The next meeting is scheduled for Monday, March 27, 2017, at 3:00 p.m. in the Human Resources Conference Room.

2016-17 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for 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 3:56 p.m. by Mr. Klor.

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 4:00 p.m.

10. Report out of reportable action for closed session, if any - Public Employee Discipline/Dismissal/Release. No reportable action.

11. Adjournment – Mr. Klor adjourned the meeting at 4:01 p.m.