

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes - Unadopted**  
**April 18, 2016 - 3:00 p.m.**

**Present** - Commissioners: Theresa Cunningham, Gail Whooley (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. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the April 18, 2016 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the agenda.
3. **Approval of the March 21, 2016 Regular Meeting Minutes** - On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
  - a. **Extension of Working Out-of-Class Request for ESS Division Support Assistant** – Dr. Juric explained the need for the extension, which ended on March 15. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the extension of Working-Out-of-Class.
  - b. **Adoption of new job description for Project Coordinator, Sonoma County Child Care Planning Council (CCPC) of Sonoma County and placement on the Range 13 of the Classified Management Salary Schedule** – Dr. Juric introduced Ms. Danneberg, who is the interim Project Director of CCPC and is attending the meeting in Ms. Mickey Porter's absence.

Ms. Danneberg reviewed the new position justification and explained that the division already had a management position, Project Director, but it was determined that they did not need that level of administrative support; and this is the reason for the new lower-level management position. The previous and new job descriptions were reviewed, and Ms. Danneberg further explained that funding in that division has diminished by approximately 50% and contracts have reduced from 12 down to 5 for 2016-17. This position will supervise one part-time support staff person. On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to approve the new job description for Project Coordinator and placement on Range 13 of the Classified Management Salary Schedule.

- c. **Selection of 2016 Team Player Award Recipient** – The Commissioners reviewed the nominations and their ranking sheets. Ms. Elm and Ms. Cunningham had ranked Nominee 3 as their selection, while Ms. Whooley felt Nominees 1, 2, and 3 were all in the running for her selection and commented that all of the nominations were well written and captured the skills of the work they did. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to select Nominee 3 as the recipient of the 2016 Team Player Award. Ms. Galvez suggested that recipients be limited to winning the award just once during their employment, while the Commissioners agreed to add wording to future nomination forms to the effect that nominees, in order to qualify for nomination, must not have been a recipient of the Team Player Award within the last 5 years.
6. **Information/Discussion Items**
    - a. **Clarify Out-of-Classification** – Update on Process Management Uses to Create a Recommended Salary. Dr. Juric explained the differences between Working Out-of-Class and Temporary Promotion. Working Out-of-Class would be if a person is out of the office, i.e., medical leave, and pieces of their job are picked up by another person. Temporary Promotion would be in the case of a vacant position where a current employee fills in to perform any one of the bulleted job duties of that vacant position's job description. Ms. Galvez inquired if these definitions will be added to the Merit Rules. Dr. Juric will review with Leadership and report back. Ms. Shepherd inquired about reclassification and performing duties while job is being studied. Dr. Juric will have a conversation with the employee outside of this meeting.

- b. Annual Goals & Objective** – As discussed and agreed upon at previous meetings, the annual report will be completed at the end of the fiscal year. Dr. Juric will bring the final draft back to the committee in May, for printing in June. The previous annual report was reviewed in regards to hiring statistics, etc. In terms of the goals and where we are going, Dr. Juric formulated four personal goals that align with the goals for SCOE in general; with two having to do with maintaining communications and effective working practices.
- Goal 1 is to initiate management training to utilize consistent practices; which would include employee recognition and documentation, in keeping with the bargaining agreement and merit system rules; and establish an ongoing process for continually training and refreshing managers' understanding of bargaining agreements, merit system rules, employee practices, and the hiring process.
  - Goal 2 - SEIU contract review, and maintaining open and transparent negotiations for the 2017-2020 contract.
  - Goal 3 - Paperless environment – moving to electronic format for training classes for new hires, i.e., Target Solutions; and continuing to move to Veritime for overtime and supplemental pay (exceptional time reporting).
  - Goal 4 – Hiring, targeting a larger applicant pool via Edjoin and LinkedIn, with much more transparency and consistency.

Dr. Juric asked the Commissioners for goals they would like to see included, perhaps something they may have picked up from the Personnel Commission Conference. Ms. Whooley commented that site visits have been very beneficial for the Commissioners in the past for understanding on how broad the scope of the SCOE's programs, classes, students, etc. is; although they were somewhat disruptive to the classes. Ms. Cunningham mentioned the "Walk a Mile" program where you shadow school staff. Dr. Juric suggested structuring the goal with an overview of the SCOE programs and stating that each commissioner shall visit at least two programs during the course of a year. Individual visits by the Commissioners would be less disruptive to the classes and the Commissioners would report back to committee after their visits. Ms. Elm asked Dr. Juric to expand on the employee recognition as mentioned in Goal 1. Dr. Juric described what he has provided effective employee management training in the past. This year he implemented the use of employee recognition notes. Dr. Juric will include employee recognition as one of the goals.

- c. Classified Recruiting Update March 12, 2016 – April 11, 2016** – Dr. Juric reviewed the report with the Commissioners. Ms. Shepherd inquired as to why the Assistant Superintendent of Business Services was not included on the list. Dr. Juric explained that Leadership Level positions are not included.
- d. Team Player Award Reception** – May 16, 2016 at 3:45 p.m. in the Gravenstein Room. The Commissioners agreed to reschedule their meeting time on May 16 to 2:30 p.m.

**7. Announcements** - none

- 8. Next Meeting** - The next meeting was scheduled for 3:00 p.m. on Monday, May 16, 2016, but due to the Team Player Award reception at 3:45 p.m., the meeting was rescheduled to 2:30 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 3:54 p.m.