

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Unadopted
April 24, 2017, 3:00 p.m.
Human Resources Creekside Conference Room

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

Regular Meeting

1. **Call to Order** - Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the April 24, 2017 Regular Meeting Agenda** - On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the March 27, 2017 Regular Meeting Minutes** - On motion by Ms. Cunningham and seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - No comments.
5. **Action Items**
 - a. **Extension of Working Out-of-Class Request for Special Education Administrative Support Secretary III from April 1, 2017 through April 7, 2017** - On motion by Ms. Cunningham and seconded by Mr. Klor, the motion carried to approve this extension to the Working Out-of-Class for Ms. Smith.
 - b. **Request Approval for Working Out-of-Class for Digital Technician from April 13, 2017 through April 23, 2017**- On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion carried to approve the Working Out-of-Class for Mr. Straub.
 - c. **Request Approval for Working Out-of-Class for Administrative Support Secretary III (LiveScan) from March 28, 2017 through April 28, 2017** – On motion by Ms. Whooley and seconded by Mr. Klor, the motion carried to approve the Working Out-of-Class for Ms. Perkiss.
 - d. **Request Approval for Working Out-of-Class for Credentials Clerk from March 28, 2017 through April 28, 2017**– On motion by Ms. Whooley and seconded by Mr. Klor, the motion carried to approve the Working Out-of-Class for Ms. Reeder.
 - e. **Request Approval for Advanced Step Placement of ESS Administrative Program Tech II New Hire to Step 3 of Range 27 on the SEIU salary schedule** – On motion by Mr. Klor and seconded by Ms. Cunningham, the motion carried to approve the Advanced Step Placement for Ms. Alexander.
 - f. **Proposed Change to Merit System Rule 20.300.1** – On motion by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve the proposed changes to Merit System Rule 20.300.1.
 - g. **Selection of the 2017 Team Player Award Recipient**

The open session was adjourned to closed session at 3:12 p.m. by Mr. Klor.

Closed Session: Adjournment to closed session to consider and/or take action upon any of the following items:

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957;

1. Public Employee Performance Evaluation

Open Session

Reconvened to open session at 3:35 p.m.

6. **Report out from closed session, if any** – Jackie Atkinson is selected to be the recipient of the Team Player award for 2017. The Team Player will be recognized at the May meeting on 5/22/17 at 3:30 p.m. Discussion was held about making a change to the Team Player Award criteria. The change will be to require a minimum of two (2) years of service with SCOE to qualify.
7. **Information/Discussion Items**
Classified Recruiting Update March 18, 2017 – April 18, 2017 – Dr. Juric gave an update for hiring, including hiring in the Human Resources department.
8. **Assistant Superintendent Update** - At the May meeting, it will be time to look at Personnel Commission goals. As of this time, there are no program take-backs. There is discussion about creating an MOU for anyone without a position, to be a roving substitute until a position becomes available. The Personnel Commission budget will also be discussed at the May meeting
9. **Announcements** – Staff Appreciation will be held on May 1st from 3:30-5:00 p.m. May 4th will be Hot Dog Thursday.
10. **Next Meeting** - The next meeting is scheduled for Monday, May 22, 2017, at 3:00 p.m. in the Human Resources Conference Room.
11. **Adjournment** – Mr. Klor adjourned the meeting at 3:55 p.m.