

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

Regular Meeting Minutes - Adopted

May 18, 2015 - 3:00 p.m.

Commissioners: Theresa Cunningham (Chair), Gerald Klor, Gail Whooley (Vice-Chair), and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Yolanda Galvez, George Himebaugh, Rebecca Kolba, and Debbie Shepherd

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the May 18, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the April 20, 2015 Regular Meeting Minutes** – On motion by Ms. Whooley, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Adoption of Revisions to Merit Rule 60.300.4 Promotions** – Dr. Heller provided an overview of the revisions to Merit Rule 60.300.4, as well as 70.200.3 and 70.200.4 that are coming back to the Commission because additional revisions were made after the first reading on April 20. Dr. Heller briefly mentioned the SEIU grievance regarding the interpretation of the SEIU contract language, and the promotion of several employees and their placements on the SEIU salary schedule. Ms. Galvez questioned the proposed revisions to the Merit Rule language, stating that they do not agree with the SEIU contract language, which supersedes Merit Rules; and she asked why the Merit Rule language would be changed prior to the outcome of the grievance. Dr. Heller stated that these sections of the Merit Rules have been in review/revision for the past six months. Mr. Klor commented that he understands that the Personnel Commission owns the Merit Rules; and a discussion ensued regarding taking action now or waiting until the issue is resolved with SEIU. It was noted that if the revisions were adopted and the outcome of the grievance necessitated revisions to the Merit Rules, they would be contemplated at that time. It was further explained that Merit Rules 70.200.3 and 70.200.4 are being presented as second readings and will not be presented to the Commission for adoption until the June meeting. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the revisions to Merit Rule 60.300.4.
6. **Information/Discussion Items**
 - a. **Second Reading of Revisions to Merit Rule 70.200.3 Step Advancement within Salary Range and Merit Rule 70.200.4 Salary Upon Promotion** – The Commissioners reviewed the additional proposed revisions; and recognizes that SEIU has filed a grievance. With no further revisions being made, this item will be placed on the June agenda for adoption.
 - b. **Classified Recruiting Update April 11, 2015 – May 8, 2015** – Dr. Heller reported on the Extended School Year, Communications Specialist, and SELPA AV Technician recruitments. The role of department supervisors and the Assistant Superintendent of Human Resources in regards to exit interviews was briefly discussed. Department Supervisors are responsible for getting equipment back from the exiting employee, and Dr. Heller’s role is to debrief the exiting employee. Dr. Heller stated that the department supervisor might at times sit in on the debriefing.
 - c. **Update on Classification Study 4C** – Dr. Heller distributed the final draft that he received this morning. The Personnel Commission will review the Study and discuss it at their June meeting. An Executive Summary from the consultants will be presented at the next meeting as well.
7. **Announcements** – Dr. Heller announced the following:
 - a. Team Player Award Reception for Brent Hitman today at 3:45 p.m. in the Board Room.

- b. Personnel Commissioners are invited to participate in the interviews for the new Assistant Superintendent of Human Resources; which will be held on May 20 and May 27. Ms. Elm is available to participate on May 20; and Ms. Cunningham is available to participate on May 27.

8. **Next Meeting** - The next meeting is scheduled for Monday, June 15, 2015, at 3:00 p.m. in the Human Resources Conference Room.

2014-15 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 21, August 18, September 15, October 20, November 17, December 15, January 12 (second Monday), February 23 (fourth Monday), March 16, April 20, May 18, and June 15. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

9. **Adjournment** – Ms. Cunningham adjourned the meeting at 3:28 p.m.