

SONOMA COUNTY OFFICE OF EDUCATION

**Personnel Commission**

**Regular Meeting Minutes - Adopted**

**June 15, 2015 - 3:00 p.m.**

**Present - Commissioners:** Theresa Cunningham - Chair, Gerald Klor, and Fran Elm - Alternate (arrived at 3:10 p.m.); **Staff:** Jeffrey L. Heller, Ed.D., and Patti Springer; **Guests:** Karen Catalano, Julie Downing, Rhonda Farrell, Yolanda Galvez, George Himebaugh, Toni Hoffman, Patrice Kaffun, Rebecca Kolba, John Laughlin, Carol Mahan, Neal McKenzie, Patricia McKenzie, Rachel Medina, Maria Peluso, Debbie Rasmussen, Sheri Roberge, and Debbie Shepherd

**Regular Meeting** – *The meeting was moved from the Human Resources Conference Room to Redwood Rooms A&B*

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:02 p.m.
2. **Approval of the June 15, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the May 18, 2015 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - Karen Catalano requested that she be included in the presentation of Item 6c2.
5. **Action Items**
  - a. **Working Out-of-Class Request for Business Services Account Tech II** – Dr. Heller presented the request. In answer to questions, Dr. Heller explained that the duration of the assignment, which includes cross training, is June 16, 2015 through September 16, 2015 and the time spent per day performing out-of-class duties will be 12% of an 8-hour day. On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to approve the Working Out-of-Class request.
  - b. **Approval of Revisions to Special Education Fiscal Analyst Job Description** – Dr. Heller explained that this position is currently assigned to SELPA but the bulk of the work actually falls under the scope of Business Services, so this position will be migrating to Business Services. On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to approve the revisions to the job description.
  - c. **Adoption of Revisions to Merit Rule 70.200.3 Step Advancement within Salary Range and Merit Rule 70.200.4 Salary Upon Promotion** – Dr. Heller explained that the revisions to these Merit Rules had already been presented as first and second readings; given that there were no additional revisions, these Merit Rules are coming before the Commission for adoption. On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to adopt Merit Rules 70.200.3 and 70.200.4 as revised.
6. **Information/Discussion Items**
  - a. **Classified Recruiting Update May 9, 2015 – June 5, 2015** – Dr. Heller reviewed the recruiting update with the Commissioners.
  - b. **Classification Study Phase IVc** – Dr. Heller provided information as to why this phase of the study took somewhat longer than others. He explained that interviews were completed on schedule, but it took longer to obtain the results. Rick Labib-Wood and Rita Sierra Byers conducted interviews, with Mr. Labib-Wood completing the first draft of the report; Ms. Sierra Byers completed the final report after her review of the draft.
  - c. **Classification Study Phase IVc Concerns**

*All correspondence and information that was emailed to Dr. Heller and referred to in the following items, was provided to the Personnel Commission in their agenda packets one week prior to this meeting for their review.*

    1. **Salary Comparison for SPED TA, Braillist II, and School Office Coordinator as Provided by SEIU** – Dr. Heller explained that Braillist, Dustin St. John, had submitted this salary comparison for the three positions, but was not in attendance to discuss his findings. Ms. Peluso asked, if someone submits a written request to review the study results, is it enough to go back to the consultants for a redo. Dr. Heller replied, possibly. He added that he was hoping that more Teaching Assistants would have participated in the study interviews.

2. **Correspondence from Transition TAs – Himebaugh, Kaffun, and Medina, Catalano** – 1) Ms. Kaffun read the email she had submitted to Dr. Heller. In addition, she provided an example of her day with the transition students. Ms. Kaffun stated that the responsibilities of this position are huge and she does not feel the job duties align with those of classroom teaching assistants; but rather they align more closely with those of the job coaches. 2) Mr. Himebaugh read the email that he had submitted to Dr. Heller. 3) Ms. Medina, in addition to her email correspondence/request, stated that the only recommendation in the report was to revise the Transition TA job description. 4) Ms. Catalano spoke about the study's comparisons to similar jobs in other counties, but that the salaries of the other positions were higher. She would like to have the salary comparisons reconsidered and stated that in comparison to other positions within SCOE that received rather hefty salary increases as a result of the study, assistants are feeling left out.
3. **Correspondence and Comparisons from VI Technology Instructional Assistant McKenzie** – Mr. McKenzie stated that he conducted his own research and found job descriptions that were very comparable to his job. He requested a review of the job descriptions and salary comparables that he submitted to Dr. Heller and that the outcome of the report be reconsidered. Ms. Peluso commented that she would like to request the same for all positions presented at this meeting.
4. **Correspondence and Job Description from Job Coach Developers – Hoffman and Downing** – 1) Ms. Hoffman discussed the difference between the five Job Coach Developer positions and the programs they serve. She stated that three are direct contract with DOR at Santa Rosa High School, serving about 50 – 70 students, the other two are in the 18-22 transition program. Ms. Downing stated that in drafting the revised job description that was submitted to Dr. Heller, she had reviewed the job descriptions for the positions that were compared to SCOE's in the study, as well as the employment standards of several of SCOE's job descriptions for other positions. Ms. Hoffman and Ms. Downing submitted additional supporting documents, which will be emailed to the Commissioners; and a copy of their TTP binder, which will be available for the Commissioners' review. Ms. Hoffman and Ms. Downing feel that the job they perform requires a higher set of skills, a higher job title, and a higher salary range placement, which they feel is more comparable at range 30, rather than the current range of 19.
- d. **Classification Study Executive Summary** – Dr. Heller read the Executive Summary; stating that the study will not be closed out until the concerns presented at this meeting are reviewed. Ms. Cunningham commented that during her review of final report for Phase IVc she noted several errors in regards to Table references and missing or misspelled text as follows: 1) Page 19, second line – Table 7 should be Table 6; 2) Page 20, second to last paragraph “ does not (missing text) the students; 3) Page 20, third paragraph, “to have” should be “to having”; 4) Page 22, second line – Table 11 should be Table 7; 5) Page 24 – Table 7 should be Table 8; 6) Page 27 – Table 7 should be Table 9; 7) Page 30, third paragraph – “Earl Start” should be “Early Start”; and 8) Page 31 – Table 10 should be Table 11.

Ms. Elm inquired as to the Personnel Commission's next steps in regards to Phase IVc employee concerns that were expressed at this meeting. Dr. Heller stated he will bring these concerns forward to Dr. Herrington, John Laughlin, and Leadership and will bring them back to the July 20 meeting for action. Mr. Klor asked that copies of salary schedules, with current and suggested placements highlighted, be provided to the Commission with the next agenda packet. Mr. Himebaugh asked if salary increases were recommended, when would they be effective, Dr. Heller responded, July 1, 2014.
- e. **First Reading of Revisions to Merit Rule 70.400.6 Industrial Accident/Illness Leave** – Dr. Heller reviewed the revisions stating that the new section regarding the 3-month continuation of medical benefits pertains to those employees who have exhausted their paid industrial accident/illness leave and are placed on the 39-month rehire list because of it. Employees who have exhausted their paid industrial accident/illness leave and are then granted an unpaid industrial accident/illness leave, are not entitled to the 3-month continuation of benefits when they are placed on the 39-month rehire list after the unpaid leave expires. With no further revisions being made, this item will be placed on the July agenda for adoption.
7. **Announcements** – Dr. Heller advised that the recruitment for his successor as Assistant Superintendent of Human Resources was unsuccessful and that an interim, Michael Juric, has been appointed and will begin on August 1, and serve in this position for one year.

**8. Next Meeting** - The next meeting is scheduled for Monday, July 20, 2015, at 3:00 p.m. in Redwood Rooms A&B

*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.*

The open session was adjourned to closed session at 4:00 p.m.

**Closed Session: Adjournment to closed session to consider and/or taken 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 Retirement  
Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

**Open Session**

Reconvened to open session at 4:25 p.m.

**Report out of reportable action for closed session, if any**

1. **Public Employee Retirement** – no reportable action

Adjournment – Ms. Cunningham adjourned the meeting at 4:25 p.m.