

SONOMA COUNTY OFFICE OF EDUCATION  
Personnel Commission  
**Regular Meeting Minutes - Adopted**  
**June 26, 2017, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

Present: Theresa Cunningham (Vice-Chair), Gail Whooley, Staff: Michael Juric, Ed.D., and Nicole Rosaschi, Michael Powell, 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 June 26, 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 May 22, 2017 Regular Meeting Minutes** – The minutes were not able to be approved as Mr. Klor was absent and Ms. Cunningham was not present at the last meeting.
4. **Public Comment** – None.
5. **Action Items**
  - a. **Request Approval for Advanced Step Placement of the Media Clerk Driver New Hire to Step 3 of Range 18 on the SEIU Salary Schedule** – On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion carried to approve this extension to the Advanced Step Placement of Westley Martin.
  - b. **Request Approval of Revisions to Administrative Secretary IV Job Description for Live Scan Technician** - On motion by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve the revisions to the Administrative Secretary IV Job Description for Live Scan Technician.
6. **Information/Discussion Items**
  - a. **Classified Recruiting Update May 9, 2017 – June 19, 2017** – Dr. Juric presented the Classified Recruiting Update.
7. **Assistant Superintendent Update** – The Educational Support Services, Legal and Information Technology have had recent staffing positions filled. Human Resources has made some shifts within the department. North Coast School of Education has hired many people for the coaching program. The question was asked where a person would look to be hired by the North Coast School of Education. The answer was through Ed Join, and LinkedIn. Dr. Juric shared that it is his plan to revise the Merit Rules next year, in conjunction with the new contracts in place.
8. **Announcements**
  - a. Board Meeting June 29<sup>th</sup> – PC Annual Report
9. **Next Meeting** - The next meeting is scheduled for July 24, 2017, at 3:00 p.m. in the Human Resources Conference Room.
10. **Adjournment** – On motion by Ms. Cunningham and seconded by Ms. Whooley, the meeting was adjourned at 3:31 p.m.