

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

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Yolanda Galvez, and Nicole Rosaschi

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the July 18, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the June 20, 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. **Working Out-of-Class Request for Human Resources Credential Clerk to Perform the Duties of a Credential Technician from July 11, 2016 – August 31, 2016** – Dr. Juric reviewed the Working Out-of-Class with the Commissioners. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the Working Out-of-Class Request. Ms. Galvez commented that she would like to see the request form revised to include the employee’s current salary step and range.
 - b. **Working Out-of-Class Request for Human Resources Administrative Support Secretary III to Perform the Duties of a Credential Clerk from July 11, 2016 – August 31, 2016** – Dr. Juric reviewed the Working Out-of-Class with the Commissioners. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the Working Out-of-Class Request. Dr. Juric provided answers to Ms. Cunningham’s earlier questions regarding the number of requests that we have received this year (6) and the duration of the assignment (varied, with six months being the longest). Ms. Cunningham explained that she had requested this information thinking that if there were an excessive amount of requests that we may need to revise some job descriptions. Mr. Klor commented that the number of SCOE requests is moderate in comparison to his past experience with other school districts.

Earlier, an employee had brought it to Dr. Juric’s attention that the job title for this person on the SCOE In-House Dialing List refers to them as a Fingerprint Technician, not an Administrative Support Secretary III. Dr. Juric clarified that although this person’s job title is listed as a fingerprint technician on the dialing list is in reference to what she does, not what her title is; and he has spoken with Administration about correcting the list. Dr. Juric stated that SCOE has not had anyone in that specific position/job title for more than ten years, adding that some of the job duties were absorbed under the position of Administrative Support Secretary III.
6. **Information/Discussion Items**
 - a. **Classified Recruiting Update June 4, 2016 – July 8, 2016** – Dr. Juric reviewed the report with the committee, commenting that the Lead Custodian has resigned and that position is now vacant.
7. **Announcements** – August 15, 2106 Back-to-School Event here at SCOE.

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

2016-17 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 18, August 15, September 19, October 17, November 21, December 19, January 23 (fourth Monday), February 27 (fourth Monday), March 20, April 17, May 15, and June 19. 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 3:15 p.m.

- 9. Closed Session: Adjournment to closed session to consider and/or take 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 Performance Evaluation
Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

Reconvened to open session at 3:30 p.m.

Open Session

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

1. **Public Employee Performance Evaluation** – Ms. Whooley reported that the Commissioners discussed the Public Employee Performance Evaluation.

- 10. Adjournment** – Ms. Whooley adjourned the meeting at 3:41 p.m.