

SONOMA COUNTY OFFICE OF EDUCATION

**Personnel Commission**

**Regular Meeting Minutes - Adopted**

**July 20, 2015 - 3:00 p.m.**

**Present - Commissioners:** Theresa Cunningham (Chair), Gerald Klor, Gail Whooley (Vice-Chair), and Fran Elm (Alternate); **Staff:** Jeffrey L. Heller, Ed.D., and Patti Springer; **Guests:** Karen Catalano, Julie Downing, Rhonda Farrell, Toni Hoffman, Patrice Kaffun, John Laughlin, Carol Mahan, Neal McKenzie, Patricia McKenzie, Rachel Medina, and Maria Peluso

**Regular Meeting**

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the July 20, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the June 15, 2015 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Peluso asked about salary schedules for Items 5d 1-6, Dr. Heller stated that he had received feedback and will disburse the salary schedule when items are discussed.
5. **Action Items**
  - a. **Adoption of Revisions to Merit Rule 70.400.6 Industrial Accident/Illness Leave** – On motion by Mr. Klor, seconded by Ms. Whooley, the revisions to Merit Rule 70.400.6 were adopted.
  - b. **Addition of Print Shop Apprentice to Classified Support Provider Salary Schedule Range 1** – Dr. Heller explained that the Print Shop is in need of assistance for about 10-12 hours per year, usually during its peak season (summer). It has been recommended that this position, for which we have a job description, be placed on the first step (\$20.00 per hour) of the support provider salary schedule. On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the placement of the Print Shop Apprentice on Range 1 of the Classified Support Provider Salary Schedule.
  - c. **Request for Advanced Step Placement of Communications Specialist in Administration at Step 2 of the Classified Management Salary Schedule Range 10** – Dr. Heller stated that this position was difficult to fill and had to be recruited for twice. The successful recruit is a former employee of the Press Democrat and comes to us with considerable skills. Dr. Herrington is requesting that the employee be placed on Step 2 of Range 10 of the Classified Management Salary Schedule. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the Advanced Step Placement.
  - d. **Salary placement of the following job classes as a result of the Classification Study Phase IVc:**
    1. Brailist II
    2. School Office Coordinator
    3. SPED Teaching Assistant
    4. SPED Transition Teaching Assistant
    5. VI Technology Instructional Assistant
    6. Job Coach Developer, including review of correspondence and job description from Ms. Solis and Ms. Atkinson

Dr. Heller distributed the SEIU Salary Schedule stating that there had been quite a bit of feedback received on this last phase of the Classification Study regarding the positions listed in 5d 1-6. Dr. Heller stated that Dr. Herrington, in determining his recommendation regarding salary placements, took into consideration the feedback received by the Personnel Commission, the 7% COLA that employee groups will receive over the next two years, and budgetary concerns. Dr. Herrington made a recommendation that the Transition TAs, because of their autonomy, be moved from Range 13 to Range 15; he did not make recommendations for salary changes to the other positions.

Dr. Heller commented that if the Personnel Commission approved the salary placement for the Transition TAs, it would still need to be negotiated with the Union. In addition, Dr. Heller stated that there were no recommendations made by Eric Hall & Associates regarding changes to salary placements to any of the positions included in Phase IV. Ms. Peluso asked if the next step for those employees who submitted feedback and did not receive increases would be to meet with Dr. Heller and the Union. Dr. Heller responded yes. Ms. Hoffman, who is a Job Coach Developer, stated that she would like to review Eric Hall & Associates reasoning for not recommending an increase for her position.

On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to accept the salary placement recommendations of items 5d 1-6, subject to negotiations, with the increase to the Transition TAs position from Range 13 to 15.

**6. Information/Discussion Items**

- a. **Classified Recruiting Update June 6, 2015 – July 10, 2015** – Dr. Heller reviewed the report with the Commissioners.
7. **Announcements** – The annual Back to School event will be held here at SCOE on August 17 beginning at 8:30 a.m. Ms. Whooley stated that she will not be present at the August Personnel Commission meeting.
8. **Next Meeting** - The next meeting is scheduled for Monday, August 17, 2015, at 3:00 p.m. in the Human Resources Conference Room.  
*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.*
9. **Adjournment** – Ms. Cunningham adjourned the meeting at 3:20 p.m.