

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
August 10, 2017, 1:00 p.m.
Human Resources Creekside Conference Room

Present: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Gail Whooley, Michael Juric, Ed.D., John Laughlin, Mary Downey, and Nicole Rosaschi

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 1:00 p.m.
2. **Approval of the August 10, 2017 Meeting Agenda** – On motion by Mr. Klor and seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the May 22, 2017 Regular Meeting Minutes** – On motion by Mr. Klor and seconded by Ms. Whooley, the motion carried to approve these minutes.
4. **Approval of the June 26, 2017 Regular Meeting Minutes** – On motion by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve these minutes.
5. **Public Comment** – There were no public comments.
6. **Action Items**
 - a. **Request Approval of Revisions to Adaptive Equipment Technician Job Description** – Dr. Juric explained the reasons for the changes. On motion by Mr. Klor and seconded by Ms. Cunningham, the motion carried to approve the revisions to the Adaptive Equipment Technician Job Description.
 - b. **Request Approval of Revisions to Library/Media Clerk/Driver Job Description** – Ms. Downey explained the reasons for the changes. On motion by Ms. Whooley, and seconded by Ms. Cunningham, the motion carried to approve the revisions to the Library/Media Clerk Driver.
7. **Information/Discussion Items**
 - a. **Classified Recruiting Update June 20, 2017 – July 17, 2017** – Dr. Juric reviewed this update indicating that the list is getting shorter and the primary consistent listing is Teaching Assistants. Human Resources will welcome new hire, Lynda Pinochi into the LiveScan/HR position in the upcoming week.
8. **Assistant Superintendent Update** – Ms. Cunningham spoke at the Board Meeting in June. She represented the Board beautifully and the Board appreciated her presentation. The Board Report was updated and there was only one change. We are looking at changing the formatting for the Board report next year. Dr. Juric followed up on the email he sent about his retirement and John Laughlin coming in as his replacement. Dr. Juric provided an update on the Personnel Commissioner recruitment. Dr. Juric advises discussing the selection process at the next meeting. Per Merit section 20.100 the Personnel Commission may select an alternate.
9. **Announcements** – The Commissioners presented Dr. Juric with a card and expressed their thanks and congratulations.
10. **Next Meeting** - The next meeting is scheduled for August 28, 2017, at 3:00 p.m. in the Human Resources Conference Room.
11. **Adjournment** – The meeting was adjourned at 1:24 p.m.