

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes Adopted
August 15, 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

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the August 15, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the July 18, 2016 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez stated she would comment when the item was presented.
5. **Action Items**
 - a. **Approval of new job description for Teaching Assistant, Specialized Services; and placement on the SEIU Salary Schedule at Range 16.** This new job description combines and replaces the Teaching Assistant – Visually Impaired and the Teaching Assistant – Deaf and Hard of Hearing job descriptions. Dr. Juric provided information and explained that the Teaching Assistant – Visually Impaired position was on Range 16 and the Teaching Assistant – Deaf and Hard of Hearing position was on Range 15; and this new combined position will be placed on Range 16. Edits to the Physical Demands for Repetitive Hand Use and Computer Operation/Writing were made - revising “occasionally” and “rarely” to “frequently” for both. Ms. Galvez inquired about the provision for training should the candidate not meet the experience criteria prior to employment; discussion ensued. On motion by Mr. Klor, seconded by Ms. Cunningham the motion carried to approve the new job description with revisions to the physical demands for Repetitive Hand Use and Computer Operation/Writing to “frequently”.
6. **Information/Discussion Items**
 - a. **Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016** – Ms. Whooley would like to continue serving on the Commission and she will submit her letter of interest in reappointment by September 1, 2016.
 - b. **Classified Recruiting Update July 8, 2016 – August 5, 2016** – Dr. Juric and the Commissioners reviewed the report, noting that the recruitment for the HR Credential Clerk should state “open and promotional”, rather than “promotional only”; and that the information for the Lead Custodian position was incomplete.
 - c. **Commission Site Visits** – Ms. Whooley stated that previous visits to Amarosa’s Teen Parenting, and Los Guilicos are the ones that stood out the most for her. Dr. Juric will meet with Leadership and gather information on programs and different sites – externally and internally. Dr. Juric will present options at the September meeting. Mr. Klor said he would be interested in visiting Los Guilicos.
7. **Announcements** – None.
8. **Next Meeting** - The next meeting is scheduled for Monday, September 19, 2016, at 3:00 p.m. in the Human Resources Conference Room.

2016-17 meetings are normally scheduled for the 3rd Monday of each month. Future meetings are scheduled for 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.
9. **Adjournment** – Ms. Whooley adjourned the meeting at 3:31 p.m.