

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes-Adopted**  
**September 25, 2017, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

Present: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Gail Whooley, John Laughlin, Nicole Rosaschi, Debbie Shepherd and Mary Downey.

**Regular Meeting**

1. Call to Order Mr. Klor called the meeting to order at 3:00 pm
2. Approval of the September 25, 2017 Meeting Agenda – On motion by Ms. Cunningham and seconded by Mr. Klor, the motion carried to approve the agenda.
3. Approval of the August 28, 2017 Regular Meeting Minutes – On motion by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve the minutes.
4. Public Comment – Public comments were made when the Action Items were addressed.
5. Action Items
  - a. Request for Approval of Advanced Step Placement for Special Education Teaching Assistant to Step 3 of Range 13 on the SEIU salary schedule – Mr. Laughlin explained the reason for this request. On motion by Mr. Klor and seconded by Ms. Cunningham, the motion carried to approve the Advanced Step Placement for Cindi Marsh.
  - b. Request Approval of Revisions to Accountant - External Job Description – Ms. Downey spoke to the reason for the revisions to both the Accountant-External and Accountant-Internal. There was originally one job description for both, which caused some confusion on the external position because they support the districts. On motion by Mr. Klor and seconded by Ms. Cunningham and Ms. Whooley. The motion carried to approve the Accountant-External job description.
  - c. Request Approval of Revisions to Accountant - Internal Job Description – Mr. Klor asked questions of Ms. Downey related to this request. At the conclusion, Mr. Klor made a motion to approve this job description. The motion was seconded by Ms. Cunningham and Ms. Whooley, and the motion carried to approve the Accountant – Internal job description.
  - d. Request for Approval of Revisions to County Materials Clerk Job Description – There was discussion about the proposed change to increase the lifting requirement to 75 lbs. On motion by Ms. Cunningham to approve with the amendment for the lifting requirement to be 26-50 lbs and then an additional requirement for 51-75 lbs aided with a dolly, hand cart or another person. The motion was seconded by Ms. Whooley and carried to approve the revisions to the County Materials Clerk Job Description.
  - e. First Reading of Proposed Revision of Merit Rule 60.700.1 – Mr. Laughlin gave the background on the requested change and asked Ms. Shepherd if this was accurate. She agreed, but found the language confusing in the proposed changes. Ms. Shepherd was unsure if distinction between the three groups was needed to be stated. Ms. Cunningham suggested the work “report” be changed to “evaluation”. There was discussion regarding the 3 month, 6 month and 12 months evaluations. Mr. Laughlin will make suggested changes and bring it back to the next meeting for a final reading.

6. Information/Discussion Items

- a. Classified Recruiting Update August 23, 2017 – September 18, 2017 – Mr. Laughlin gave an update in hiring. Teaching Assistants are still being recruited for. We are also in the process of the Personnel Commissioner recruitment.
- b. Presentation of Associate Superintendent's Goals Related to Classified Staff – Mr. Laughlin discussed Dr. Herrington's Educational Agenda and that there are several objectives within that. Mr. Laughlin provided the Commission with a written proposal of his goals. There was also discussion about Special Education program take-backs. There was also some discussion about SCOE's onboarding and exiting process and the revision of those processes.

7. Associate Superintendent Update

- a. Personnel Commissioner Recruitment Update – Mr. Laughlin shared that the Personnel Commission interviews were the next day. The next step was for the SEIU and Dr. Herrington to write letters of support for the selected applicant. After that, the selected applicant's name goes to the Personnel Commission, they make a recommendation to the Business Personnel Services Standing Committee (BPSSC) and they make the recommendation to the Board.

8. Announcements: The October meeting is moved from October 23<sup>rd</sup> to October 16<sup>th</sup>.

9. Next Meeting - The next meeting is scheduled for October 16, 2017, at 3:00 p.m. in the Human Resources Conference Room.

10. Adjournment – The meeting adjourned at 3:38 p.m.