

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

**Regular Meeting Minutes Adopted**

**September 19, 2016, 3:00 p.m.**

**Present** - Commissioners: Theresa Cunningham, Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Yolanda Galvez, John Laughlin, Nicole Rosaschi, and Debbie Shepherd

**Regular Meeting**

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the September 19, 2016 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the agenda.
3. **Approval of the August 15, 2016 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the minutes with the amendment to Item 6b. Classified Recruiting Update July 9, 2016 – August 5, 2016 to read *“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.”*
4. **Public Comment** - None
5. **Action Items**
  - a. **Request Approval for Advanced Step Placement of Human Resources Credential Clerk New Hire to Step 3 of Range 37 on the SEIU salary schedule** – Ms. Rosaschi spoke with the Commissioners regarding the special qualifications of the newly hired Credential Clerk which warrant her Advanced Step Placement. Discussion ensued regarding the qualifications and step advancement upon completion of probation period. On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to approve the Advanced Step Placement.
  - b. **Request Approval of Employee’s Request to be Restored to the 39-Month Rehire List** – Dr. Juric presented the employee’s request and explained that the employee had been offered restoration into a vacant School Office Coordinator II position that she had previously been laid off from. The employee declined restoration based on her viable candidacy for another position, for which she was not selected. Normally there is a 2-week period in which an employee may rescind their decision to decline restoration, but given the circumstances Dr. Juric asked Superintendent Herrington to consider waiving the two-week rescission requirement and restore the employee to the remainder of her original 39-months without a change to her seniority status in that position. Discussion ensued in regard to an additional 24 months that is provided to employees if they are demoted in lieu of layoff. Dr. Juric stated that the 24 months is discretionary; while Ms. Springer said that past practice has been to automatically grant the additional 24 months. Dr. Juric will review this issue and bring back information to the Commission. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to restore the employee’s 39-month rehire rights to the original expiration date of her 39 months, even though she did not request to rescind her decision to decline restoration within 2 weeks.
6. **Information/Discussion Items**
  - a. **Update on Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016** – Dr. Juric reported that the Business & Personnel Services Standing Committee recommended full Board approval for Ms. Whooley’s reappointment. This item will be presented to the full Board at the October 6 meeting.
  - b. **Classified Recruiting Update August 6, 2016 – September 5, 2016** – Dr. Juric and the Commissioners reviewed the report. Mr. Laughlin addressed questions regarding the TA/Specialized Services and the fiscal feasibility.

**c. Commission Site Visits** – Mr. Laughlin provided information on the Special Ed. Programs and those campuses. Sites of interest were the Skylane Facility, Los Guillicos, and the Transition and TREC Programs. Mr. Laughlin requested that there be no more than two Commissioners at each off-site visit.

- 7. Announcements** – Dr. Juric stated that he would like to add a permanent standing item under Item 6 to future agendas in which to discuss current issues or concerns. Such as the PARS incentive, which is being studied; and coverage for an employee’s extended leave via working out-of-class, temporary promotion, or by supplemental position.
- 8. Next Meeting** - The next meeting is scheduled for Monday, October 17, 2016, at 3:00 p.m. in the Human Resources Conference Room; with a tour of the Skylane Facility starting at 2:00 p.m. Mr. Laughlin asked that the Commissioners email him with their schedules so he may suggest worksites within the proximity of their residences or work places. Either he or one of the principals would accompany them on their off-site visits. Discussion ensued, including the Commissioners’ purpose or intent of site visits and concerns of teaching assistants. Ms. Elm stated that she would not be in attendance at either the October 17 or November 21 meetings.

*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 3:55 p.m.