

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
February 23, 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: Yolanda Galvez (representing SEIU), and John Laughlin

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the February 23, 2015 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the January 12, 2015 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez stated that she was taken aback at the January 12, 2015 Personnel Commission meeting where it was inferred that the SCOE IT department was inferior to the County of Sonoma. She stated that the County of Sonoma ran about 5,100 W2s this year while she ran 14,000 and that there are additional comparisons that can be made between the County and SCOE; and she does not feel SCOE IT is inferior. Mr. Klor did not recall that the term inferior was used, but that the scale of the scope is broader for Sonoma County than it is for SCOE. Ms. Galvez said the minutes (Item 6b) state “the level of the scope” and “the scope” to her means how much output one puts out. Mr. Klor commented that he did not feel there was any intimation about inferiority or superiority, but rather the scope of the County’s endeavor versus the scope of SCOE’s endeavor, in terms of the size of the enterprise. Ms. Galvez stated that the County of Sonoma has approximately 3,000 employees, while SCOE has 419 employees, but IT ran payroll for 10,229 employees throughout all Sonoma County school districts. Mr. Klor stated that the number of checks that are processed and the related fiscal paperwork may be more voluminous than anticipated given the number of employees, but he still contends that SCOE’s scope of operations is narrower and he did not in any way mean to infer that the quality of work was in any way inferior. Mr. Klor apologized that his comments may have hurt Ms. Galvez’s feelings or slighted the employees of the IT department; stating that was not his intent.
5. **Action Items**
 - a. **Election of Commission Chair** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to elect Ms. Cunningham as the Commission Chair.
 - b. **Election of Commission Vice-Chair** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to elect Ms. Whooley as the Commission Vice-Chair.
 - c. **Request for Advanced Step Placement of Educational Audiologist/Administrative Specialist in Special Education at Step 3 of the Classified Management Salary Schedule Range 6.** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the Advance Placement to Step 3 of Range 6 for the Audiologist/Administrative Specialist in Special Education.
 - d. **Adoption of revisions to Merit Rule definition of Anniversary Date, Merit Rule 70.200.2 Anniversary Dates, and Merit Rule 70.400.12 Family Medical Care Leave** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to adopt the revisions to these Merit Rules.
 - e. **Team Player Award – Submission Period March 2 – April 3** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the submission period for the Team Player Award.
6. **Information/Discussion Items**
 - a. **Classified Recruiting Update January 6, 2014 – February 15, 2014** – Dr. Heller reviewed the report with the Commissioners.
 - b. **Personnel Commission Annual Report** – The Commissioners reviewed the annual report and discussed offsite visits.

- c. **Update on Classification Study 4C** – Dr. Heller reviewed the positions that were included in this phase of the study, stating there was not as much participation from the Teaching Assistants as anticipated. The draft report is expected to be received prior to the next meeting; and will then be reviewed by Dr. Herrington, and the Commission. Eric Hall and Associates will provide an Executive Summary of all four phases of the Classification Study.
 - d. **First reading of revisions to Merit Rule 60.600 Employment of PERS Retirees, 60.600.1-60.600.3** – Dr. Heller reviewed the revisions with the Commissioners; no additional changes were recommended. Merit Rule 60.600 Employment of PERS Retirees, 60.600.1-60.600.3, will be presented at the March meeting for adoption.
7. **Announcements** – Dr. Heller and Mr. Laughlin provided an update on the 2015-16 program transfers. In addition both certificated and classified layoff deadlines were discussed.
 8. **Next Meeting** - The next meeting is scheduled for Monday, March 16, 2015, at 3:00 p.m. in the Human Resources Conference Room. Ms. Whooley will not be in attendance.

2014-15 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 21, August 18, September 15, October 20, November 17, December 15, January 12 (second Monday), February 23 (fourth Monday), March 16, April 20, May 18, and June 15. 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 3:40 p.m.