

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
March 16, 2015 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Chair), Gerald Klor, and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso (SEIU), Laura Buerger-Delgado, and Yolanda Galvez

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the March 16, 2015 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the February 23, 2015 Regular Meeting Minutes** – On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez asked if Item 5b had been previously presented as an information item. Dr. Heller responded that it had not, but the Commission has an opportunity to discuss the item today.

Ms. Cunningham commented that she will be attending the April 2 Board meeting.

Ms. Buerger-Delgado, SELPA Data Control Technician III, who had been included in Phase 4A & B of the classification study, asked if her position could be reviewed again. She stated that her supervisor, Catherine Conrado, supports the review but was unable to attend today's meeting. Ms. Buerger-Delgado submitted several documents supporting her request and was advised that this will be placed on the April agenda for review.

5. Action Items

- a. **Adoption of revisions to Merit Rule 60.600 Employment of PERS Retirees, 60.600.1-60.600.3** – On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to adopt the revisions to Merit Rule 60.600.
- b. **Adoption of Classified Supplemental Hourly Salary Schedule** – Dr. Heller presented the salary schedule to the Commissioners, explaining that the schedule is for short-term, temporary employees. The scope of work would be outside of bargaining union work and the total assignment would be between 4 and 20 hours, and recruitments would go through Human Resources. Dr. Heller added SCOE is establishing this salary schedule in an effort to standardize procedures. On motion by Mr. Klor, seconded by Ms. Elm, the motion carried to adopt the Classified Supplemental Hourly Salary Schedule.

6. Information/Discussion Items

- a. **Classified Recruiting Update February 16, 2015 – March 6, 2015** – Dr. Heller reviewed the report along with providing information on Extended School Year (Summer School) employees and substitute custodians.
- b. **Update on Classification Study 4C** – Dr. Heller stated that as of yet he has not received the report from the consultant.

7. **Announcements** – Dr. Heller discussed program transfers with the Commissioners.

8. **Next Meeting** - The next meeting is scheduled for Monday, April 20, 2015, at 3:00 p.m. in the Human Resources Conference Room. Ms. Elm 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 3:22 a.m.