

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
April 20, 2015 - 3:00 p.m.
Human Resources Conference Room

Present: Commissioners: Theresa Cunningham (Chair), Gerald Klor, and Gail Whooley (Vice-Chair); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Yolanda Galvez (SEIU), Laura Buegler-Delgado, and Catherine Conrado (SELPA Director)

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the April 20, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the March 16, 2015 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**

- a. Request for re-evaluation of SELPA Data Control Tech III position – Ms. Buegler-Delgado reviewed the documents she had submitted to the Commissioners for re-evaluation, including job descriptions from other counties containing job duties that she had found to be similar to hers. Discussion ensued regarding Ms. Buegler-Delgado’s data collection and entry into an older information system, SELPA Manager, and the newer information system, SEIS; and the simplicity of the newer system compared to the older one. Ms. Conrado commented on both systems, and although Ms. Buegler-Delgado is using the new system she is still interacting with the same clientele, and in addition now conducts one-on-one and group trainings to school staff on SEIS.

Ms. Cunningham requested a review of the previous actions the Personnel Commission took in regards to the study. She stated that she is not inclined to re-open something that the Commission had already taken action on. In review of the minutes from the December 15, 2014 meeting the Commission accepted the Classification Study Phase IVa report as written. The Commissioners approved the compensation recommendations for management and the reclassification recommendation for an SEIU position/employee at the January 12, 2015 meeting.

Ms. Cunningham commented that there have been instances throughout the classification study where employees have not agreed with the recommendations of the Consultant, so she does not find Ms. Buegler-Delgado’s request unusual.

Also discussed was that the Classification Study compared only one other job description to the Data Control Tech III position. Ms. Buegler-Delgado inquired as to why the consultants could not find but one job description to compare hers to, when she was able to find several. Ms. Cunningham commented that her interpretation of this issue was not that the consultants only found one job description to compare hers to, but that they only found one that was comparable. Dr. Heller commented, that in review of the job descriptions Ms. Buegler-Delgado submitted, he did not feel that the job descriptions were completely comparable or match up to Ms. Buegler-Delgado’s.

The Commissioners reviewed the findings and recommendations of the Classification Study pertaining to Ms. Buegler-Delgado’s position as a Data Control Tech III in SELPA. As previously determined, that although the findings stated, “the external salary study indicates that the current salary range is below the average for commensurate duties” there were no recommendations regarding salary range allocation or reclassification of her position. Ms. Buegler-Delgado had contacted Ms. Byers, the consultant who conducted the study, and was told that they do not make recommendations for compensation changes for represented employees (SEIU) but they may for management employees. Dr. Heller and the Commission concurred, stating that salary changes for represented employees would have to be negotiated. Ms. Buegler-Delgado asked if an increase to her salary could be negotiated, the answer was no, because she was part of the Classification Study and the Commission had already accepted the Phase IVa report as written.

On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried that the Commissioners considered the request for re-evaluation and declined action.

- b. **Selection of 2015 Team Player Award Recipient** – After review and discussion of the nominations, those that serve students and those that serve staff, on motion by Ms. Whooley, seconded by Mr. Klor, Nomination #3 was selected as the recipient of the 2015 Team Player Award.

6. Information/Discussion Items

- a. **First Reading of Merit Rule 60.300.4 Promotions** – Dr. Heller and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the May agenda for adoption.
- b. **First Reading of Merit Rule 70.200.3 Step Advancement within Salary Range** - Dr. Heller and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the May agenda for adoption.
- c. **First Reading of Merit Rule 70.200.4 Salary Upon Promotion** - Dr. Heller and the Commissioners reviewed the proposed revisions. With no further revisions being made, this item will be placed on the May agenda for adoption.
- d. **Review Preliminary 2015-16 Personnel Commission Budget** – Dr. Heller and the Commissioners reviewed the 2015-16 preliminary budget.
- e. **Classified Recruiting Update March 7, 2015 – April 10, 2015** – Dr. Heller reviewed the report with the Commissioners. Briefly discussed frequency of recruitment of IT staff, exit interviews, etc.
- f. **Update on Classification Study 4C** – Dr. Heller reported that he had not received the report yet, but stated that he should some time next week.
- g. **Team Player Award Reception** – May 18, 2015 at 2 p.m. in the Gravenstein Room – Dr. Heller provided information on the reception.
7. **Announcements** – Dr. Heller announced the tragedy of the death of two of our SCOE employees, one of who was recently retired, in a boating accident.
8. **Next Meeting** - The next meeting is scheduled for Monday, May 18, 2015, at 3:00 p.m. in the Human Resources Conference Room.

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.

The open session was adjourned to closed session at 4:01 p.m.

Closed Session: Adjournment to closed session to consider and/or taken action upon any of the following items:

1. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957:
Public Employee Retirement
Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

Open Session

Reconvened to open session at 4:10 p.m.

Report out of reportable action for closed session, if any

1. **Public Employee Retirement** – no reportable action

Adjournment – Ms. Cunningham adjourned the meeting at 4:10 p.m.