

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes - Adopted**  
**September 15, 2014 - 3:00 p.m.**

*Present* - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley, and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso SEIU

**Regular Meeting**

1. **Call to Order** – Mr. Klor called the meeting to order at 3 p.m.
2. **Approval of the September 15, 2014 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the July 21, 2014 Regular Meeting Minutes** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
  - a. **Approval of new job description for Assistive Technology Specialist, SELPA and placement on SEIU salary schedule, Range 51** – Dr. Heller stated that certificated personnel previously held this position and that it was recently advertised as both classified and confidential. Most of the applicants were classified, which necessitated the need for a classified job description and placement on the SEIU salary schedule on Range 51, which is comparable to the certificated salary for this position. On motion by Ms. Whooley, seconded by Mr. Klor, the motion carried to approve the new job description and placement on SEIU salary schedule, Range 51.
  - b. **Approval of revisions to Executive Secretary job title and description** – Dr. Heller explained that the incumbent had resigned a few weeks ago and the position was advertised using the 2008 version of the job description so as not to delay the hiring process; and the revisions to the job description, besides changing the title to Executive Administrative Assistant, are very minimal and do not affect the current recruitment. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revised job description.
6. **Discussion/Action Items**
  - a. **Expiring Term of Alternate Personnel Commissioner, Fran Elm, December 1, 2014** – Ms. Elm expressed her interest in continuing to serve on the Commission for an additional two years. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to appoint Ms. Elm to the Commission as an alternate for an additional two years. Ms. Elm’s new two-year term will expire on December 1, 2016.
7. **Information/Discussion Items**
  - a. **Update on Classification Study Phases IV a & b** – Dr. Heller distributed a list of the positions that would be included in Phase IV a&b. Interviews will take place on September 23, 24, & 25. Dr. Heller relayed that Dr. Herrington has stated that any salary changes as a result of Phase IV a&b will be retroactive to July 1, 2014.

- b. Classified Recruiting Update July 11, 2014 – September 5, 2014** – Dr. Heller reviewed the update with the Commissioners. Also discussed layoffs, and the reinstatements of those layoffs.
- c. Personnel Commissioner Gerry Klor’s Reappointment to new three-year term (letters of support)** – Dr. Heller received letters of support from Dr. Herrington and Maria Peluso, SEIU. These letters will be presented to the Business & Personnel Services Standing Committee at the 9-16-14 meeting for their recommendation to the full Board, from there the request goes to the State Board of Education for formal reappointment.
- d. SCOE’s Annual Back-to-School Event** – Dr. Heller and the Commissioners discussed the Back-to-School Event. Ms. Whooley was in attendance and provided positive feedback.

**8. Announcements** - none

**9. Next Meeting** - The next meeting is scheduled for Monday, October 20, 2014 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.*

**10. Adjournment** – Mr. Klor adjourned the meeting at 3:18 p.m.