

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
November 17, 2014 - 3:00 p.m.

Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso (SEIU), Yolanda Galvez, Lupe Guitierrez, David Dixon, Laura Buerger-Delgado, Marie White, and Katie Barr

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the November 17, 2014 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the October 20, 2014 Regular Meeting Minutes** - On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes
4. **Public Comment** – Ms. Peluso stated she would be making comments in regards to the Classification Study and will hold them until the item is discussed.
5. **Action Items**
 - a. **Request for Advanced Step Placement of Regional Program Assistant Position in Administration at Step 3 of the Classified Management Salary Schedule Range 13** – Dr. Heller and Katie Barr presented the request citing the reasoning for the advanced step placement. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the advanced step placement.
 - b. **Request for Advanced Step Placement of Director of Operations Position at Step 3 of the Classified Management Salary Schedule Range 4** – Dr. Heller presented the request citing the reasoning for the advanced step placement. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the advanced step placement.
6. **Information/Discussion Items**
 - a. **Draft Report of Classification Study Phases IVa** – Dr. Heller reviewed the report and the summary of recommendations with the Committee, advising them of several corrections that need to be made to the draft. Ms. Galvez and Mr. Dixon voiced their concerns about the “journey level” and “level one” references in the study pertaining to their positions and distributed information on the definitions of Help Desk Support Level 1, 2 and 3. Dr. Heller advised that the language could be corrected to Journey Level. Mr. Klor suggested sending the definitions to Eric Hall and Associates and Leadership. In addition, Mr. Klor requested that Mr. Heller relay to Leadership the concerns about the accuracy of particular areas of the draft. Briefly discussed some concerns regarding the recommendations of the SEIU positions of Library/Media Clerk/Driver, Print Shop, and Data Control Technicians II & III; and the Classified Management positions in Information Technology.
 - b. **Classified Recruiting Update October 11, 2014 – November 7, 2014** – Dr. Heller reviewed the report with the Committee.

- c. **Update on Personnel Commissioner Gerry Klor's Reappointment to new three-year term** – Dr. Heller stated that the appropriate paperwork would be sent to the State Superintendent of Public Instruction, requesting approval of Mr. Klor's reappointment.
- 7. **Announcements** – Dr. Heller informed the Committee that Melinda Susan and Kathryn Hill, principals in our Special Education department, have both submitted their resignations.
- 8. **Next Meeting** - The next meeting is scheduled for Monday, December 15, 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.

- 9. **Adjournment** – Mr. Klor adjourned the meeting at 3:57 p.m.