

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
July 15, 2013 - 3:00 p.m.

Present: Commissioners: Theresa Cunningham, Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Jeff Heller, and Patti Springer; Guests: Jolene Edmunds (SEIU)

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:05 p.m.
2. **Approval of the July 15, 2013 Regular Meeting Agenda** – On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the March 18, 2013 Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the March minutes.
4. **Approval of the May 20, 2013 Meeting Minutes** – On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to approve the May minutes.
5. **Public Comment** – Ms. Edmunds asked why the position opening for the Confidential Credentials Technician was abruptly pulled. Dr. Heller explained that going forward, Dr. Herrington wants particular positions that are currently deemed confidential, but do not meet the confidential criteria, to be reclassified to fall under SEIU. The Confidential Credentials Technician is one of these positions. Ms. Edmunds commented that applicants for the position were never notified why the opening was abruptly pulled. Dr. Heller said they should have been notified and he will look in to why they were not.
6. **Action Items**
 - a. **Reclassification of Confidential Employees** – Dr. Heller provided additional information on the reclassification of confidential positions and said the larger plan is to start the reclassification in Human Resources and Business Services. Ms. Whooley commented that the confidential unit has a similar benefit package as management and when moving confidential into SEIU that would have to be considered and worked out. Ms. Cunningham asked if there were other issues besides reclassing confidential to SEIU and Dr. Heller responded that yes, salaries are below other organizations, clerical are underpaid. On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to direct Dr. Heller to start the process of the reclassification of confidential positions.
 - b. **Adoption of the Revisions to the Physical Demands, as set forth by RESIG, effective July 1, 2013, of the following job descriptions: Career Development Program Driver, Library Media Clerk/Driver, Custodian, Lead Custodian, Maintenance Groundskeeper; LVN TA, TA Bilingual, TA Special Education, TA Specialized Itinerant, TA Speech & Language, TA Transition, TA SHAPE, TA SHAPE Lead, Infant Toddler Caregiver, TA Alternative Education, and TA Visually Impaired.** – Ms. Springer stated that in addition to the revised physical demands as set forth by RESIG, the vision requirement listed under “other requirements” would be moved to “physical demands”. Ms. Cunningham called the Commissioners’ attention to the last paragraph under physical demands for the Licensed Vocational Nurse. The Commissioners agreed that this paragraph did not belong in the job description.

On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to adopt the revisions to the physical demands of the job descriptions listed in the agenda with the exception of the LVN TA position which was adopted with the revisions to the physical demands as set forth by RESIG but in addition, the last paragraph "Person with certain disabilities . . . would be removed from the job description.

- c. **Working-Out-of-Class Request, Credentials Technician** – Dr. Heller described the work that the Credentials Technician would be doing for the BTSA program and explained that the 5% working-out-of- class pay would only be for the hours Ms. Rosachi works for BTSA and not for her regular .75 FTE position in Human Resources. On motion by Ms. Elm, seconded by Ms. Cunningham, the motion carried to approve the Working-Out-of-Class request.

7. Information/Discussion Items

- a. **Classified Recruiting Update May 5, 2012 – July 5, 2013** – Dr. Heller reviewed the report with the Commissioners.

- 8. Announcements** – Dr. Heller provided information on the following: 1) August 15 Back-to-School Event; 2) settlement of all contracts; 3) revisions of salary schedules to include a 1.65% COLA and reinstatement of furlough days; 4) the \$1,000 one-time award for Golden Bell and Service Award recipients; and 5) Superintendent/Principal searches.

- 9. Next Meeting** - The next meeting is scheduled for Monday, August 19, 2013 at 3:00 p.m. in the Human Resources Conference Room. Future meetings are scheduled for the 3rd Monday of each month with the exception of the January 2014 meeting which will be held on the 4th Thursday, and the February 2014 meeting which will be held on the 3rd Thursday. The scheduled meeting dates are: September 16, October 21, November 18, and December 16, 2013; and January 23, February 20, March 17, April 21, May 19, and June 16, 2014. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

- 10. Adjournment** – Ms. Whooley adjourned the meeting at 3:35 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
August 19, 2013 - 3:00 p.m.
Regular Meeting Minutes - Adopted

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Terri Walker; Guests: Jolene Edmunds

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the August 19, 2013 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the agenda.
3. **Approval of the July 15, 2013 Meeting Minutes** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Action Items** - None
6. **Information/Discussion Items**
 - a. **Classified Recruiting Update July 6, 2013 – August 5, 2013** – Dr. Heller discussed the update and the difficulty we have had in filling the IT positions, and that we are continuously recruiting for teaching assistant positions. In addition, he mentioned that 2 Alternative Education Assistants were not hired back from layoff.
 - b. **Reclassification Study for Confidential Employees** – Dr. Heller stated that Dr. Herrington directed him to start a limited scope assignment with the new company we are using, Eric Hall & Associates. All 14 confidential employees have been interviewed. Confidential employees hired after 2005 have the choice to stay in the confidential unit or move over to SEIU. Confidential employees hired after July 1, 2005 are not eligible for lifetime retiree medical insurance and if they move to SEIU the employee paid portion of the benefits is considerably less than in confidential.

All confidential employees were asked to review their job descriptions, complete an analysis, and participate in an interview with a representative from Eric Hall & Associates. Dr. Heller stated he should be receiving a summary report from the firm prior to the next meeting. The report will provide recommendations as to which positions should remain confidential and which should be reclassified to SEIU. Dr. Heller feels that 6-7 of the 14 confidential employees will remain confidential. The next phase of the reclassification would be a salary comparison to determine correct placement on the salary schedule – beginning with Human Resources and Business Services. Like school districts, class III county offices, districts that operate under the merit rules, etc. will be surveyed.

Ms. Edmunds asked about PERB and what this has to do with it. Dr. Heller stated that PERB has defined what constitutes a confidential employee; and at one time all the Human Resources employees were changed to confidential.

- c. **Personnel Commissioner Gail Whooley Term Expiration** – Ms. Whooley stated that she wishes to continue her position and presented her formal letter requesting reappointment. There were no objections from the other members or the union representative. This item will move forward to the Business and Personnel Services standing committee to request their support.
- d. **Superintendent Policy Update** – Dr. Heller informed the Commissioners that the Superintendent's Policies have been in the process of revision for the past year and are nearing finalization. Upon adoption, Dr. Heller will provide policies related to classified staff to the Commissioners on a quarterly basis for their review.

7. Announcements –

- a. Ms. Whooley stated that she has seen and heard Dr. Herrington's announcements on TV, radio, and buses. She added that his announcements are very sincere and receiving very good feedback.
- b. Ms. Cunningham attended the Back to School Event and said she was very impressed with the performance group and the organization of the event. Dr. Heller talked about the \$1,000 one-time stipend awarded to Golden Bell and Service Award recipients, which is a change to past practice of providing only classified recipients with a 5% merit increase.
- c. Dr. Heller mentioned the new employee orientation for 40 new employees, some of which were hired to replace those employees who took advantage of the retirement incentive – PARS.
- d. Ms. Whooley commented that the Student Winter Showcase is an excellent, fun event and she is looking forward to it.

8. Next Meeting - The next meeting is scheduled for Monday, September 16, 2013 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month with the exception of the January 2014 meeting, which will be held on the 4th Thursday, and the February 2014 meeting, which will be held on the 3rd Thursday. The scheduled meeting dates are: September 16, October 21, November 18, and December 16, 2013; and January 23, February 20, March 17, April 21, May 19, and June 16, 2014. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

9. Adjournment – Ms. Whooley adjourned the meeting at 3:20 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes – Adopted
September 16, 2013 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), and Gail Whooley (Chair); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Angela Aubry, Dan Bienkowski, Carl Corbin, and Jolene Edmunds

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the September 16, 2013 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the August 19, 2013 Meeting Minutes** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Action Items**
 - a) **Working Out-of-Class Request for Print Shop Press Operator Working as Lead Press Operator 9/16 – 10/11/13** – Dr. Heller presented the request to the committee. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the Working Out-of Class request.
 - b) **Adoption of Revised Job Description for IT Network Administrator** – Mr. Bienkowski, IT Director, explained that they are having trouble attracting and keeping IT employees. He stated that two employees have already been hired for this position with the understanding that the job description was being updated. The two new employees will start work on Monday, September 23. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revised job description for IT Network Administrator.
 - c) **Consideration of Request for Salary Range Adjustment for Legal Administrative Assistant** – Mr. Corbin stated that the current job descriptions are somewhat antiquated and the job duties of this position overlap with 2 other higher paid jobs. He stated that he has requested that the Legal clerical and accounting positions be included in the job description study by Hall and Associates, but at this time he is only requesting a salary range adjustment for the Legal Administrative Assistant. Ms. Cunningham asked if it was anticipated that as a result of the study there would be only 1 job title rather than 3. Mr. Corbin replied, no they are clearly 3 different positions. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to institute the proposed changes by moving the Legal Administrative Assistant salary from its current range, range 15, and placing it on range 18 of the Confidential Salary Schedule effective October 1, 2013.
 - d) **Reclassification of Confidential Credential Technician to SEIU and placement on the appropriate range of the SEIU salary schedule.** – Dr. Heller reviewed the salary schedule comparability as prepared by Business Services and the recommended placement on range 41 of the SEIU salary schedule, which is \$26.62 per hour on Step 1. Dr. Heller added that SEIU, Maria Peluso, has no objection with placement of the position on the SEIU salary schedule as long as it is placed accordingly.

Ms. Edmunds inquired as to why the SEIU salary of \$26.62 per hour was so close to the current Confidential salary of \$27.70. She commented that the Confidential unit's salaries are inflated due to PERS Up. Ms. Edmunds also asked if the Class III county offices had been surveyed. Dr. Heller responded, that no the Class III county offices had not been surveyed yet because there is an immediate need to fill this position which was vacated on June 30, 2013. He added that all positions will be reviewed later and it has been recommended that one credential position should be a technician and one should be an analyst.

Ms. Cunningham asked Ms. Edmunds what her concerns were with the salary. Ms. Edmunds replied that it looks like this position at this SEIU salary range would not only be getting their benefits paid for, but would also be getting the entire salary of the confidential position, which includes the PERS Up. Dr. Heller said that this is a good question and we will revisit it.

On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to reclass the Confidential Credential Technician to SEIU and place it on Range 41 of the SEIU salary schedule.

6. **Information/Discussion Items**

- a) **Classified Recruiting Update August 6, 2012 – September 15, 2013** – Dr. Heller reviewed the update with the Commissioners.
- b) **Hall and Associates' Classification Study Report Regarding Confidential Staff** – Dr. Heller and the Commissioners reviewed the report. Dr. Heller will provide the report to appropriate staff on Tuesday, September 17.
- c) **Gail Whooley's Reappointment/Update from BPSSC/Superintendent's Letter of Support** – Dr. Heller reported that the Business and Personnel Services Standing Committee Board members approved the recommendation to the full Board to recommend Ms. Whooley's reappointment to the Personnel Commission, The recommendation to the full Board will be placed on the October Board meeting agenda. The Board's recommendation, along with support letters from Dr. Herrington and SEIU, will be sent to the State Superintendent of Public Instruction for official reappointment.

7. **Announcements** - None

8. **Next Meeting** - The next meeting is scheduled for Monday, October 21, 2013 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month with the exception of the January 2014 meeting, which will be held on the 4th Thursday, and the February 2014 meeting, which will be held on the 3rd Thursday. The scheduled meeting dates are: October 21, November 18, and December 16, 2013; and January 23, February 20, March 17, April 21, May 19, and June 16, 2014. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

9. **Adjournment** – Ms. Whooley adjourned the meeting at 3:40 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Special Meeting Minutes – Adopted
September 23, 2013 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham, and Gail Whooley (Chair); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso - SEIU

Special Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the September 23, 2013 Special Meeting Agenda** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Public Comment** – None
4. **Action Items**
 - a. **Placement of non-confidential Credential Technician on appropriate range of the SEIU salary schedule** – Dr. Heller explained that at the September 16 meeting the salary placement of Range 41 at \$26.62 was recommended by Business Services and approved by the Commission. Dr. Heller stated SEIU contacted him after the meeting because she felt the salary placement of Range 41 did not take in to consideration the increase to confidential salaries by the PERS Up of \$10,225. Dr. Heller had staff recalculate the salary based on this and also surveyed Class III County Offices. He met with Ms. Peluso and Ms. Edmunds prior to the meeting and provided them with the information. Although this information differed from the recommendation that the Commission received and approved on September 19, Ms. Peluso stated that because there would be one employee working in the Confidential unit and one employee working in the SEIU unit, she could not have the SEIU employee paid a lower hourly wage than the Confidential employee. She concurred with the Commission’s September 19 decision to place this position on salary range 41. Ms. Whooley thanked her for agreeing with them and stated no action was necessary.
5. **Next Meeting** - The next regular meeting is scheduled for Monday, October 21, 2013 at 3:00 p.m. in the Human Resources Conference Room.
6. **Adjournment** – Ms. Whooley adjourned the meeting at 3:03 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
October 21, 2013
Regular Meeting Minutes - Adopted

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

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the October 21, 2013 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the agenda with the correction to Item 8, correcting the month of the next scheduled meeting from October to November.
3. **Approval of the September 16, 2013 Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the September 16, 2013 minutes.
4. **Approval of the September 23, 2013 Special Meeting Minutes** – Tabled due to lack of a quorum.
5. **Public Comment** - None
6. **Action Items**
 - a. **Working Out-of-Class Request for Credential Technician Working as BTSA Credential Advisor, October 1 – December 31, 2013** – Dr. Heller explained that this working out-of-class request is actually an extension of the original request that was approved on July 15, 2013 by the Commission. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to extend the working out-of-class request through December 31, 2013.
 - b. **Working Out-of-Class Request for Library Media/Driver Working as SELPA Administrative Support Secretary III, October 3 – November 30, 2013** - Dr. Heller explained that a recruitment is in process for a permanent employee, but temporarily the current Library Media/Driver who does similar clerical work would be working out-of-class as an Administrative Support Secretary III from October 3 through to approximately November 30. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the working out-of-class.
7. **Announcements** – Dr. Heller provided an update on the reclassification study of classified positions, which will include some management positions such as the accountants in Business Services; and the Special Ed program transfers to 4 districts – Cotati Rohnert Park, Sonoma Valley, Santa Rosa, and Petaluma. Ms. Elm commented on site visits and how insightful and helpful they had been in the past and she would like to have the committee do this again as it was one of their goals. Dr. Heller will look into doing this.
8. **Next Meeting** - The next meeting is scheduled for Monday, November 18, 2013 at 3:00 p.m. in the Human Resources Conference Room.
9. **Future meetings** - are scheduled for the 3rd Monday of each month with the exception of the January 2014 meeting, which will be held on the 4th Thursday, and the February 2014 meeting, which will be held on the 3rd Thursday. The scheduled meeting dates are: December 16, 2013; and January 23, February 20, March 17, April 21, May 19, and June 16, 2014. 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 3:21 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

November 18, 2013

Regular Meeting Minutes – Adopted

Present – Commissioners: Theresa Cunningham and Gail Whooley (Chair); Staff: Jeffrey L. Heller, Ed.D. and Terri Walker; Guests: Angela Aubry, Debbie Rasmussen, Susan Langer and Ron Whitman

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the November 18, 2013 Regular Meeting Agenda** - On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the agenda.
3. **Approval of the September 23, 2013 Special Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the September 23, 2013 minutes.
4. **Approval of the October 21, 2013 Regular Meeting Minutes** – This item was tabled due to lack of quorum.
5. **Public Comment** – Angela Aubry distributed flyers for the Winder Gala to the Commissioners and invited them to attend the event.
6. **Action Items:**
 - a. **Request Approval to temporarily suspend the two-part oral examination (interview) process under Merit Rule 40.200.6 Examination Procedures for Special Education Assistants.** Ms. Langer explained the process of hiring teaching assistants from start to end and noted that it could take up to a month or six weeks to finally get a person hired and that SCOE has lost very good candidates due to the length in time of the process. She asked that there just be one interview for teaching assistants to help shorten the process. Ms. Whooley did state that it seemed like an unwieldy process and asked if there was a pool of candidates. Ms. Rasmussen explained that they are in the process of developing a pool. Ms. Cunningham wanted to be sure there would be no loss in quality of candidates if this change was made. Ms. Rasmussen stated that there is still the probationary period of 6 months to make sure quality of employees remains high. There was a discussion regarding making this a permanent change and it was decided that this will have to come back to the Commission for further review. On a motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to temporarily suspend the two-part oral examination (interview) process under Merit Rule 40.200.6 Examination Procedures for Special Education Assistants.
7. **Discussion Items**
 - a. **Update on classification study**

Dr. Heller reported that the study has moved into Phase 2. Phase 1 was the confidential employees and now phase 2 encompasses 3 job families: Analysts, clerical positions and accountants in the Business Services department. This phase will be more involved than Phase 1 due to the number of positions. SCOE will receive a report from Eric Hall & Associates that looks at all Class 3 offices, salaries and job descriptions. The revised job descriptions will be posted to the SCOE website. The completed results will be brought to the Personnel Commission.

b. Classified Recruiting Update October 1, 2013 – November 5, 2013

Dr. Heller reported that the Admin Support Secretary III position has been filled; that the Maintenance Worker/Groundskeeper is in the interview process and SCOE is currently recruiting for the 2 Special Education Teaching Assistants. Dr. Heller also reported that Renee Fong, the new Credential Technician started work today.

8. Announcements

Ron Whitman reported on the District take backs of SCOE classrooms. November 15, 2013 was the deadline for all districts who wanted to take back classes from SCOE to report this to the SELPA. 19 classes are being taken back by districts: SRCS is taking back 6 transition classes; Cotati-Rohnert Park will be taking back 6 classes, Petaluma will be taking back 4 classes, and Sonoma Valley will be taking back 3 classrooms. This is the result of local control funding model. The take backs constitute between 1/4 to 1/3 percent of the SCOE special education program and is creating considerable stress for all staff. There will be informational meetings and the seniority lists of affected employees will be posted by December 12. The Commissioners expressed concern for the staff and commented on what a strong program SCOE has in place. The Commissioners emphasized the importance of keeping staff informed of all changes to help alleviate some of the stress the employees are under. Dr. Heller noted that Human Resources will be involved in every step of the process.

9. **Next Meeting** – The next meeting is scheduled for Monday, December 16, 2013 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month with the exception of the January 2014 meeting, which will be held on the 4th Thursday, and the February 2014 meeting, which will be held on the 3rd Thursday. The scheduled meeting dates are: January 23, February 20, March 17, April 21, May 19, and June 16, 2014. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

10. **Adjournment** – Ms. Whooley adjourned the meeting at 3:40 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
December 16, 2013
Regular Meeting Minutes - Adopted

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), and Gail Whooley (Chair); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso (SEIU), Angela Aubry (SEIU), and Dr. Herrington, Superintendent

Oath of Office

The Oath of Office will be administered to re-appointed Personnel Commissioner Ms. Gail Whooley by Dr. Steve Herrington – Tabled until the official appointment is received from the State Superintendent of Public Instruction.

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the December 16, 2013 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the November 18, 2013 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the November minutes.
4. **Approval of the October 21, 2013 Regular Meeting Minutes** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the October minutes.
5. **Public Comment** - None
6. **Discussion/Action Items**
 - a. **Permanently suspend the two-part oral examination (interview) process under Merit Rule 40.200.6 Examination Procedures for Special Education Assistants** – Dr. Heller reviewed the background of the initial November 18, 2013 request to temporarily suspend the two-part oral examination and stated that Special Education is now requesting that the two-part oral examination be permanently suspended. The Commissioners discussed the pros and cons of changing this procedure permanently and decided not to take action on this item but rather to amend their motion made on November 18, 2013. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to amend the approval of the temporary suspension of the two-part oral examination for Special Education Assistants by limiting it to the remainder of the 2013-14 school year. The Commissioners will consider temporary suspensions in the future based on need, such as job shortages, expediency issues, etc.
 - b. **Credential Technician Working-Out-of-Class** – Dr. Heller provided information on the original request and the need to extend it through January 2014. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to extend the Working-Out-Of-Class request through January 31, 2014 for the Human Resources Credential Technician.
7. **Discussion Items**
 - a. **Update on classification study** – Dr. Heller provided information on the status of the classification study and that the second phase includes Business Services' positions.
 - b. **Classified Recruiting Update November 6, 2013 – December 6, 2013** – Dr. Heller stated that 4 Special Education Assistants have been hired since the temporary suspension of the two-part oral examination and the new Maintenance/Groundskeeper will be starting on January 6, 2014.

8. **Announcements** – Dr. Heller provided information on the December 12 program transfer meeting and stated that another meeting will be held with district HR staff on January 9. Dr. Heller and the Commissioners discussed employee rights, gravitation to district salary schedules, review of district job descriptions, non-intact and intact classrooms, differences in retirement and medical benefits, etc. Also discussed how the new funding formula will affect Career Development/Workforce Prep and Alternative Education. Dr. Herrington commented that at this point we have just informed our employee's of what is occurring, and that we won't have specifics until March.
9. **Next Meeting** - The next meeting is scheduled for Thursday, January 23, 2014 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month with the exception of the February 2014 meeting, which will be held on the 3rd Thursday. The scheduled meeting dates are: February 20, March 17, April 21, May 19, and June 16, 2014. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

10. **Adjournment** – Ms. Whooley adjourned the meeting at 3:40 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes
January 23, 2014 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham, Gerald Klor, Gail Whooley; Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso (SEIU), and Dr. Herrington, County Superintendent

Oath of Office

Dr. Steve Herrington administered the Oath of Office to re-appointed Personnel Commissioner Ms. Gail Whooley.

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 3:00 p.m.
2. **Approval of the January 23, 2014 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the December 16, 2013 Regular Meeting Minutes** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Election of Commission Chair** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to elect Mr. Klor as Commission Chair.
 - b. **Election of Commission Vice-Chair** - On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to elect Ms. Cunningham as Commission Vice-Chair.
 - c. **Team Player Award – Submission period March 3 – April 4, 2014** – Dr. Heller reviewed the Team Player Award nomination form and submission period with the Commission. On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the submission period.
6. **Discussion Items**
 - a. **Personnel Commission Annual Report** – Dr. Heller reviewed the report with the Commissioners.
 - b. **Update on Classification Study** – Dr. Heller informed the Commissioners that Eric Hall and Associates is in the process of completing the final report and will have it finalized prior to the Commission’s next scheduled meeting.
 - c. **Classified Recruiting Update December 7, 2013 – January 15, 2014** – Dr. Heller and the Commission reviewed the update.
7. **Announcements** – Dr. Heller provided and updated on the program transfers.
8. **Next Meeting** - The next meeting is scheduled for Thursday, February 20, 2014 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month. The scheduled meeting dates are: March 17, April 21, May 19, and June 16, 2014. 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 3:30 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
February 27, 2014 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), and Gail Whooley; **Staff:** Jeffrey L. Heller, Ed.D., and Patti Springer

Regular Meeting

1. Call to Order – Mr. Klor called the meeting to order at 3:00 p.m.
2. Approval of the February 27, 2014 Regular Meeting Agenda – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. Approval of the January 23, 2014 Regular Meeting Minutes – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. Public Comment - None
5. Action Items - None
6. Discussion
 - a. Update on classification study – Dr. Heller reported that Phase 2 of the 4-phase process has been completed. Eric Hall & Associates included confidential and non-confidential positions in the study and made recommendations for title changes for a few of the positions. With those recommendations they also included sample job descriptions. Dr. Heller stated that some of the confidential staff will have the choice to go into SEIU or remain in the Confidential unit; and that he and Dr. Herrington will be meeting with staff within the next few weeks. Also discussed was the disparity between the confidential and SEIU salary schedules in regards to the percentages between steps, lifetime benefits for those confidential employees hired before July 1, 2005, and the employee cost of benefits within confidential compared to those in SEIU.
 - b. Team Player Award update – Dr. Heller advised the Commissioners that information regarding the Team Player Award went out to all employees today via the *Portfolio*. He added that, as in the past, there would be an event honoring the recipient of this award.
 - c. Classified Recruiting Update January 16, 2014 – February 15, 2014 – Dr. Heller and the Commissioners reviewed the report.
7. Announcements – Dr. Heller announced that Denise Calvert and Ron Whitman would be retiring.
8. Next Meeting - The next meeting is scheduled for Monday, March 17, 2014 at 3:00 p.m. in the Human Resources Conference Room.
9. Adjournment – Mr. Klor adjourned the meeting at 3:30 p.m.

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

Present: Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Jennifer Duckhorn Acct Tech Business Services, Maria Peluso SEIU, Carl Corbin, General Counsel

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3 p.m.
2. **Approval of the March 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 February 27, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – Maria Peluso stated that on behalf of SEIU 1021 she just wants to reiterate that this is within the scope of bargaining regarding the job descriptions and salary placement. When SEIU has the opportunity to meet with the office they will be talking about job descriptions. Maria said that she has received calls from some employees regarding the job descriptions – some things were left in, some things were left out – but that’s just the nature of the job descriptions. She added that as we get further down the road SEIU can make those changes and go for much higher salaries. Dr. Heller commented that the Commission knows they both, the Commissioners and the County Superintendent, have some concerns regarding specific recommendations.

Dr. Heller distributed a letter from Jennifer Duckhorn she had submitted to him and the Commission regarding the recommendation by Eric Hall & Associates. Ms. Duckhorn informed the Commissioners that she wrote this letter to Dr. Heller because the recommendation was that her position be demoted and she disagrees with the recommendation because her job is much more complex than the average Accounts Payable person. Ms. Duckhorn feels that there is more information out there that would help determine whether or not the appropriate action was for a demotion. Dr. Heller stated that Dr. Herrington would also have an open forum with the SEIU staff involved in Phase II of the study and she and Ms. Peluso can raise their concerns there as well.

5. **Action Items**

- a. **Approval of the Classification Study from Eric Hall & Associates** – Dr. Heller stated that out of the 14 confidential positions, the classification study recommends that only 4 positions remain in the confidential unit. Current incumbents of the 10 confidential positions that have been recommended to move into the SEIU unit, may remain in the Confidential Unit, if they so choose, and will be entitled to lifetime benefits if they were hired into the Confidential Unit prior to 2005. Dr. Heller added that the big issue is the lifetime health benefits for those employees hired into the confidential unit prior to 2005, some of those who were hired after 2005 may likely transfer to SEIU as there is a richer health benefit package of 85% being paid by SCOE compared to the \$1,000 contribution made to the confidential staff, which is significantly lower than the SEIU benefit. He further commented that SCOE is asking that those 10 employees make a decision by May 1 to either stay in Confidential or transfer to SEIU. On motion by Ms. Cunningham, seconded by Mr. Klor, that the Commission approve the Classification Study from Eric Hall & Associates but also recognize that the job descriptions may be subject to change and that there will be further discussions with employees about the study.

- b. **Working Out-of-Class Request for Legal Administrative Assistant** – Carl Corbin presented the Request to the Commissioners. Mr. Corbin explained that the employee in this position is currently performing jobs of both the Legal Secretary and Payroll duties. He is requesting the Working Out-of-Class until Phase III, which includes Legal, of the Classification Study is completed. Mr. Corbin was asked if he had considered just waiting until the study was completed, he replied that the employee has been performing these duties since she was hired and the reclassification does not allow for retro compensation. On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the request.

6. **Information or Discussion Items**

- a. **Team Player Award update** – The Commissioners discussed the discrepancy last year on how nominations were written up. With the Commissioners approval, Dr. Heller will reiterate that the more detailed the nomination, the easier it is to make decisions.
 - b. **Classified Recruiting Update February 16, 2014 – March 7, 2014** – Dr. Heller reviewed the update with the Commissioners.
7. **Announcements** – Dr. Heller stated that the Deputy Superintendent of Business Services and Assistant Superintendent of Special Education positions were also advertised; and that SCOE will be splitting the cost of summer school with those districts that will be taking back classes in 2014-15.

8. **Next Meeting** - The next meeting is scheduled for Monday, April 21, 2014 at 3:00 p.m. in the Human Resources Conference Room.

Future meetings are scheduled for the 3rd Monday of each month. The scheduled meeting dates are: May 19, and June 16, 2014. 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 3:16 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
April 21, 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; Guest: Angela Aubry SEIU

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the April 21, 2014 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the March 17, 2014 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. **Selection of 2014 Team Player Award Recipient** – The Commissioners reviewed the nominations for nominee #1 (HR Analyst) and nominee #2 (Program Specialist Technician). On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to select nominee #1 as the recipient of the 2014 Team Player Award. The recipient will be honored at a reception on May 19, 2014.
6. **Information/Discussion Items**
 - a. **Review Preliminary 2013-14 Budget for the Personnel Commission** – Dr. Heller reviewed the budget with the Commissioners.
 - b. **Update on Reclassification Study Phase I, II, III** – Dr. Heller reported on all 3 Phases of the study, stating that Phase III interviews of Legal, Alternative Education, and BTSA have been completed. He added that Phase IV will begin in the fall which will include the Print Shop staff and Teaching Assistants. A negotiations meeting with SEIU has been scheduled for April 30 to determine salary range placements; and discussed the possible costs that will be incurred by those placements.
 - c. **Classified Recruiting Update March 8, 2014 – April 11, 2014** – Dr. Heller reviewed the update with the Commissioners. Adding that he should know this week which classified employees would be involved in the district program transfers, and also mentioned the recruitments for Denise Calvert's and Ron Whitman's positions.
 - d. **Review 2014-15 Meeting Schedule** – The Commissioners reviewed the schedule
7. **Announcements** – Dr. Heller stated that a Working-Out-of-Class Request would be presented to them at the next meeting.

8. **Next Meeting** - The next meeting is scheduled for Monday, May 19, 2014 at 3:00 p.m. in the Human Resources Conference Room. *(The next meeting was rescheduled to Thursday, May 22, 2014 due to a scheduling conflict.)*

Future 2013-14 meetings are scheduled for the 3rd Monday of each month. The scheduled meeting dates are: May 19, and June 16, 2014. 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 3:29 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
May 29, 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: Angela Aubry, SEIU; and Dr. Herrington, Superintendent of Schools

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the May 29, 2014 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the April 21, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Working Out-of-Class Request – Account Technician III** – Dr. Heller stated that after placing this on the agenda it was discovered that the project that the Account Technician III was going to assist in did not materialize, so the department has rescinded the request.

6. **Information/Discussion Items**

- a. **Update on Reclassification Study Phase I, II, III** – Dr. Heller provided an update of the study. Phase III which included Alternative Education, North Coast Beginning Teacher Program (BTSA), and School and College Legal Services has been completed.

The recommendation for BTSA was to revise the Program Specialist Technician position and create a second level Program Specialist Technician position because not all of the current Program Specialist Technicians are performing the same level of work. Both the new and revised job descriptions will be presented to the Commission for their approval at the June 16 meeting.

The recommendation for Alternative Education was to revise the job description of the Alternative Education/ROP Technician to reflect more collaboration.

The recommendations for Legal included reassigning the Legal Receptionist from Range 5 to Range 3 on the Confidential Salary Schedule, as well as combining the duties of Legal Administrative Assistant and the Legal Secretary into one position. Carl Corbin is in agreement with the recommendations and the salary reassignment. The revised job description for the Legal Secretary will be presented to the Commission for their approval at the June 16 meeting.

Dr. Heller stated that in review of Phase I and II of the study the Leadership team made some suggestions where positions should be slotted and those suggestions were negotiated with SEIU. Some Confidential employees who were entitled to lifetime benefits decided to give those up and move to SEIU with a slight salary increase and with a higher percentage of their benefits being paid for by SCOE.

Dr. Heller distributed a chart of positions included in Phase I and II of the study, which showed the movement of positions and/or employees into SEIU and the new SEIU salary step and range, if applicable. As an example, he reviewed the HR Analyst positions (4). Two were incumbents and 2 were HR Technicians who were reslotted into HR Analyst positions. Dr. Heller stated that all 4 people in those positions are doing the same work and have been doing the same work but we've had 2 at the analyst level and 2 on a technician level. He said when the leadership team took a look at those they believed all 4, since they were doing the same work, would be slotted into Range 42 of the SEIU salary schedule.

Dr. Heller further commented that one of the things that the Merit Rules specifically states, and this was something that was discovered, that when we are rebenching salaries if you are reclassifying someone or rebenching them, even though industry standards say they should not receive more than a 5% increase, the Merit Rules say they must stay on the same step.

Dr. Heller stated that he had some additional information, which occurs when we rebenched people with the idea of reclassification. It was brought to his attention by an employee that if someone hasn't worked in the position for 2 years the Merit Rule is they must go through an examination. He then asked for a legal opinion from Carl Corbin regarding this. Mr. Corbin reviewed Ed Code and Merit Rules and his opinion was that the questionnaire, the interview, and the Supervisor's questionnaire met the definition of an exam.

In some cases there were people who were not in the position for 2 years; as an example of that was the HR Technicians going to HR Analyst, but even though they were doing the job, they can argue that it was the opinion that they could consider the Reclassification Study as their exam.

Dr. Heller distributed both a copy of Merit Rule 30.200.11 and Carl Corbin's opinion; along with a copy of a letter from Dr. Herrington allowing all employees impacted by the authorized classification study to meet incumbent status and that they may be moved to the new class without examination during this open job period (reclassification).

Dr. Heller commented that in prior reclassification studies, before his tenure, employees who had not been in their positions for 2 or more years were required to complete an exam, which essentially meant they had to apply and be reinterviewed for their reclassified position. He said his feeling was that the burden of the exam was met through the process that was undergone through the classification study and that is why he asked for a legal opinion.

Dr. Heller said that he wanted to let them know, as Commissioners, that this was something that was brought to his attention and to obtain their feelings on it. He said they can certainly vote on it next time, but he wanted to give them the information in advance.

In addition, he commented that Angela Aubry was here from the Union and they had met in negotiations and discussed the placement of employees and actually came to an agreement on where the salaries should be slotted. Ms. Aubry said that the Union is in favor of everyone getting the nice bump in salary that they are getting and they support it.

Dr. Heller also mentioned that Dr. Herrington had approved a retro salary increase back to April 1, 2014 for these positions, and everyone will receive a 2% COLA as of July 1.

- b. **Classified Recruiting Update April 12, 2014 – May 15, 2014** – Dr. Heller reviewed the report with the Commissioners.
- c. **First reading of the revisions to Merit Rule 70.400.5 – Paid Sick Leave** – Dr. Heller reviewed the revisions with the Commissioners. This will be brought back to the Commission on June 16 for adoption.
- d. **First reading of the revisions to Merit Rule 70.400.6 – Accident and Illness Leave**– Dr. Heller reviewed the revisions with the Commissioners. This will be brought back to the Commission on June 16 for adoption.

7. Announcements

Dr. Herrington stated that a closed session needs to be scheduled to in conjunction with the next regular meeting to address Dr. Heller’s evaluation. Ms. Springer will email the evaluation forms to the stakeholders. The forms will be returned to Ms. Springer and then forwarded to Mr. Klor for review during the closed session.

The Commissioners commented about the good turnout for the Team Player Award Reception for Terri Walker, and they were very pleased with Ms. Springer’s efforts.

- 8. **Next Meeting** - The next meeting is scheduled for Monday, June 16, 2014 at 3:00 p.m. in the Human Resources Conference Room.
- 9. **Adjournment** – Mr. Klor adjourned the meeting at 3:29 p.m.

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
June 16, 2014 - 3:00 p.m.
Human Resources Conference Room

Present-Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley, and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Susie Truelove; Guests: Angela Aubry, SEIU, Carl Corbin, General Counsel-School and College Legal, Mary Downey, Business Services, Dr. Herrington, Superintendent of Schools, Stephen Jackson, CDWP and Sherry Navarro, NCBTP.

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the June 16, 2014 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the May 29, 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. **Working Out-of-Class Request – Administrative Support Secretary III** – Approved. On motion by Ms. Whooley, seconded by Ms. Cunningham.
 - b. **Request Approval to accept the May 22, 2014 Legal Opinion from Mr. Carl Corbin and Dr. Steve Herrington’s May 29, 2014 letter**, which would allow an employee who has been reclassified with his/her position, with less than two years of service in that position, to continue without examination in the position in the new class with the same status, which s/he held in the former class, only if it was a direct result of the Eric Hall & Associates Reclassification Study Phases I – IV. *Reclassifications outside of this study shall continue to follow the requirements set forth in Merit System Rule 30.200.10 and 30.200.11* – Approved. On motion by Ms. Whooley, seconded by Ms. Cunningham.
 - c. **Revisions to Program Specialist Technician Job Description** with a title change to Program Specialist Technician I (no range placement changes) as a result of the Reclassification Study Phase III. – Approved. On motion by Ms. Cunningham, seconded by Ms. Whooley.
 - d. **New Job Description for Program Specialist Technician II and placement on Range 30 of the SEIU Salary Schedule as a result of the Reclassification Study Phase III.** Approved. On motion by Ms. Cunningham, seconded by Ms. Whooley.
 - e. **Revisions to Credential Clerk Job Description and placement on Range 37 of the SEIU Salary Schedule.** Approved. On motion by Ms. Cunningham, seconded by Ms. Whooley.
 - f. **Reassignment of Legal Receptionist from Range 5 to Range 3 on the Confidential Salary Schedule as a result of the Reclassification Study Phase III.** Approved. On motion by Ms. Whooley, seconded by Ms. Cunningham.

- g. Revisions to Legal Secretary-Confidential Job Description** combining the duties of the Legal Administrative Assistant and the Legal Secretary as a result of the Reclassification Study Phase III. Approved. On motion by Ms. Cunningham, seconded by Ms. Whooley.
- h. New Job Description for CTE Grant Director – Career Pathways Trust and placement on Range 7 of the Classified Management Salary Schedule.** Approved. On motion by Ms. Whooley, seconded by Ms. Cunningham.
- i. New Job Description for Position Control/Functional Services Liaison and placement on Range 20 of the Confidential Salary Schedule as a result of the Reclassification Study Phase II.** Approved. On motion by Ms. Whooley, seconded by Ms. Cunningham.
- j. Adoption of Revisions to Merit Rule 70.400.5 – Paid Sick Leave.** Adopted. On motion by Ms. Cunningham, seconded by Ms. Whooley.
- k. Adoption of Revisions to Merit Rule 70.400.6 – Accident and Illness Leave.** Adopted. On motion by Ms. Cunningham, seconded by Ms. Whooley.

6. Information/Discussion Items

- a. Update on Reclassification Study Phase I, II, III.** Dr. Heller stated that he had received the final results of this study for Alternative Education NCBTP departments and School and College Legal. The interviews have been completed and job descriptions were given out. Phase IV will be completed this fall, starting with the IT department.
- b. Classified Recruiting Update May 16, 2014 – June 6, 2014.** Currently there are no recruitments. HR does have several coming up and will post in the next couple of weeks.

7. Announcements

Dr. Heller stated that in the job descriptions there is a reference to “normal vision corrected or uncorrected” The question is what is considered “normal vision”? It should say 20/20 vision.

- 8. Next Meeting** - The next meeting is scheduled for Monday, July 21, 2014 at 3:00 p.m. in the Human Resources Conference Room.

The session was adjourned to closed session at 3:24 p.m.

Closed Session: Adjournment to closed session to consider and/or take 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 Performance Evaluation

Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

Open Session

Reconvened to open session at 3:25 p.m.

Report out reportable action for closed session, if any

- 1. Public Employee Performance Evaluation** – Mr. Klor reported that the Commission met with Dr. Herrington and reviewed their input in regards to the job performance as Personnel Commission Director.

Adjournment – Dr. Klor adjourned the meeting at 3:44 p.m.