

**SLMC Meeting**  
**Human Resources Conference Room**  
**February 27, 2015 @ 11:00**

**Minutes**

1. Welcome and introductions –present- Yolanda Galvez, Carol Mahan, Nassu Born, Maria Peluso, Jeff Heller, Mandy Hoffman, Mary Downey, Dr. Herrington
2. Veritime supplemental time sheets – Jeff mentioned SCOE is in the process of implementing electronic timesheets using a program called Veritime. SCOE processes hundreds of paper time sheets each month from seven different counties throughout Northern California. The goal is to eliminate paper and to standardize this process throughout the county office and its many satellite locations. Veritime is able to interface with our existing accounting software program Escape. Training for both approvers and submitters is being rolled out. Yolanda voiced a concern about TA's being able to access a computer to transmit their timesheets.
3. HRA implementation - Jeff mentioned that SCOE is shifting from paper NOPA's to electronic HRA's. IT is heading up this training working with each department in the office. The process will be standardized and instructional sheets will be developed and distributed by Business Services.
4. Program transfer update – Jeff and Mandy mentioned that the Program Transfer process is well underway with 12 classes involved in three school districts, Sonoma Valley, Petaluma (South County Consortium) and Santa Rosa City Schools.
5. Classification Study – Jeff provided an update on the Classification Study which included information on the fourth and final phase. Employee interviews were completed involving Special Education TA's, School Office Coordinators, Job Coach Developers and clerical positions in several SCOE departments.
6. Dr. Herrington commented on the decrease in enrollment in our Court and Community Schools, and that Budget development workshops will be happening in the near future.
7. Next Meeting date: March 27<sup>th</sup> at 9:00 in the HR Conference Rm.