A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the April 25, 2018 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #534 – March 14, 2018

Action: A motion to approve the March 14, 2018 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted with two votes and one abstention.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent Anne Campbell addressed the Personnel Commission and provided an update from the San Mateo County Office (SMCOE) Board of Education and the Superintendent’s office.

Superintendent Campbell reported that the SMCOE employee survey has been completed and requested for Franklin Felizardo to share the results with the Commission in the next Personnel Commission meeting. Ms. Campbell stated that SMCOE is in the process of putting together the 2018-2019 budget projections, which will be presented to the Board of Education in their first and second meeting in June.

Ms. Campbell announced that SMCOE is a recipient of the San Mateo County Boards Association Kent Awards for Project Change and San Mateo Environmental Learning Collaborative (SMELC) programs.
Project Change is the County Office’s joint program with the College of San Mateo that helps incarcerated youth transition into college or complete college coursework once they are released. SMCOE’s SMELC program sponsors a weeklong Environmental Learning Collaborative Summer Institute that provides environmental literacy for elementary school teachers.

Superintendent Campbell informed the Commission about her lunch meeting with former Commissioner Olga Hoja and Board President Susan Alvaro. At that meeting, Ms. Campbell and Ms. Alvaro presented Ms. Hoja with a resolution adopted by the Board of Education.

Deputy Superintendent Denise Porterfield addressed the Personnel Commission and provided an update regarding the current construction project in the County Office.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
CSEA 887 President Laurie Mouton addressed the Personnel Commission and expressed her concerns regarding the recruitment process for the Benefits Analyst position. Ms. Mouton emphasized that four SMCOE employees requested for a special accommodation to take the written test during the work day but were denied such request. She suggested that better clarity in communication would help in the future.

Discussion ensued.

Personnel Administrator Franklin Felizardo responded that since the Benefits Analyst position has no true career ladder, it was decided to categorize the recruitment as an “Open Recruitment” only and not as a “Promotional Recruitment.” He stated that the option for written test accommodations available to in-house candidates is only provided to positions under promotional recruitment.

Mr. Felizardo indicated that the career ladder is determined by the position job classification identified by the latest classification studies.

Information Technology Services Administrator Lorrie Owens requested for a copy of the list of positions with their respective career ladders.

Mr. Felizardo will provide a list of positions and their career ladders identified by the latest classification studies done in 2006.

Discussion ensued.

F. INFORMATION ITEMS
1. Recruitment and Selection Update/Staffing Report

Eric SooHoo, Human Resources Analyst, provided the Commission an update on recruitment.

Mr. SooHoo announced that Personnel Department has open recruitment for the Administrative Assistant I and Multimedia Designer positions. Personnel will re-open the Manager, District Business Services position later in the week. Written examinations for the Administrative Assistant I position are scheduled on May 10, 2018 and oral board interviews are scheduled for the Naturalist position on May 4, 2018.
The oral board interviews for the Benefits Analyst position were recently conducted and a certification list for this position was created on April 25, 2018. It will be presented to the Commission for ratification in the next meeting.

Mr. SooHoo concluded that certification lists for the Manager, District Business Services and the Administrative Assistant II positions have been completed and are ready for the Commission to ratify.

2. Personnel Administrator’s Report

Franklin Felizardo addressed the Personnel Commission and provided an update on current activities of the department.

Mr. Felizardo reported on the progress of the classification studies. The committee is still in its review process of the applications for the Request for Proposal (RFP) and is looking into providing a recommendation to the Office of the Superintendent in two weeks.

Mr. Felizardo attended a management seminar on Growth Mindset, Cultural Humility, and Design Thinking in March. He concluded with an announcement on the following upcoming SMCOE events:

- May 9, 2018 - Certificated employee recognition
- May 16, 2018 - Classified employee recognition
- May 30, 2018 - Court Schools graduation ceremonies
- May 31, 2018 - K-12 Services graduation ceremonies

3. Merit System Rules Revision – Chapter 30: Position Classification Plan

Franklin Felizardo presented to the Personnel Commission a draft of the Merit System Rules – Chapter 30: Position Classification Plan with suggested changes.

Discussion ensued.

4. Personnel Commission Budget 2018-2019

Franklin Felizardo presented to the Commission the Personnel department budget proposal for fiscal year 2018-2019.

There were no further questions regarding the report from the Commission. The budget proposal will be presented again in the next Personnel Commission meeting for approval.

G. ACTION ITEMS

1. Merit System Rules Revision – Chapter 20: Commission Organization and Administration

Franklin Felizardo presented to the Personnel Commission a draft of the Merit System Rules – Chapter 20: Commission Organization and Administration with suggested changes and revisions.
Laurie Mouton addressed the Personnel Commission and inquired about her previous request for Franklin Felizardo to provide a copy of the Education Code citation supporting the change made in chapter 20 section 1 under Appointment and Qualifications of Personnel Commission Member. Mr. Felizardo will send the requested document to Ms. Mouton.

Commissioner Chelsea Bonini pointed out a typographical error and suggested that chapter 20.1 subsection B, under Qualifications and Restrictions, should be deleted since it is a duplication of subsection chapter 20.1 subsection A.2.

Commissioner Bonini posed a question on who has discretion as to what goes on to the Personnel Commission Meeting Agenda in relation to chapter 20.10 subsection B under Agenda and Supporting Data.

Discussion ensued.

**Action:** A motion to approve the Merit System Rules Revision – Chapter 20: Commission Organization and Administration as corrected was made and seconded. Motion passed and unanimously approved.

2. **New Position Classification – Maintenance, Operations, & Transportation**

Personnel Commission action is requested to classify one new position classification in the Business Services Division as Director, Maintenance, Operations, and Transportation and approve the recommended salary placement for the new classification at salary range 9.5 of the Management Salary Schedule ($9,885 - $12,362/month).

Discussion ensued.

**Action:** A motion to approve one new position classification in the Business Services Division as Director, Maintenance, Operations, and Transportation and approve the recommended salary placement for the new classification at the Management salary range 9.5 was made and seconded. Motion passed and unanimously approved.

3. **New Position Classification – Administrative Assistant II**

Personnel Commission action is requested to classify one new position within the Foster Youth/Tobacco Use Prevention Education (TUPE) program as Administrative Assistant II at the existing CSEA 887 salary range 120 ($4,541 - $5,520/month).

Discussion ensued.

Laurie Mouton expressed her concerns regarding the request to classify a new position in the Student Services Division and inquired on the whereabouts regarding a vacant position in the same division that was left unfilled in the past due to budget constraints. She emphasized that whenever a position is abolished and/or a new position is created, Administration needs to meet and discuss the change with the Union. In this case, the Union has not been informed.
Ms. Mouton requested for the Commission to table the agenda item until Administration and Union representatives meet and confer.

The Commission agreed to table the agenda item until the next Personnel Commission meeting.

4. **New Position Classification – Support Services Technician**

   Personnel Commission action is requested to classify one new position within the Business Services Division as Support Services Technician at the existing CSEA 887 salary range 120 ($4,541 - $5,520/month).

   Discussion ensued.

   Laurie Mouton requested for a clarification of duties and responsibilities of the Support Services Technician position. She expressed her concerns regarding not having been provided notice by either Management or Mr. Felizardo on the creation of the new position.

   Lorrie Owens pointed out the professional courtesy of providing notice to the three Union memberships regarding new positions prior to any discussion, whether coming from the Board of Education or the Personnel Commission, would be something to consider.

   Commissioner Bonini responded that based on her prior experience as a Board of Trustee, it is normal protocol to involve the Union in discussions that concerns Union membership and expressed that it would be a good solution to the issue.

   Ms. Bonini emphasized the importance of maintaining relationships and proposed for the Commission to discuss and provide guidance to Personnel staff in order to put together some internal protocols in place.

   **Action:** A motion to approve one new classification within the Business Services Division as Support Services Technician at the existing CSEA 887 salary range 120 was made and seconded. Motion passed and unanimously approved.

5. **Approval of Eligibility Lists**

   Personnel Commission action is requested to ratify the open eligibility lists developed for the Manager, District Business Services and the Administrative Assistant II classifications in accordance with Education Code Section 45272.

   **Action:** A motion to ratify the open eligibility lists developed for the Manager, District Business Services and the Administrative Assistant II classifications was made and seconded. Motion passed and unanimously approved.

**H. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)**

None to report.
I. **CLOSED SESSION**  
*Public Employee Performance Evaluation (Govt. Code § 54957)*  
*Title: Personnel Commission Services Staff*  

The Commission adjourned the meeting and moved into closed session at 3:35 p.m.

J. **OPEN SESSION**  
The Commission reconvened and reopened the meeting to the public at 4:17 p.m.

No action was taken during closed session.

K. **NEXT MEETING**  
The next Personnel Commission regular meeting is scheduled on May 9, 2018 at 2:30 p.m.

L. **ADJOURNMENT**  
Having no further business, Commissioner Christine Coffey adjourned the meeting at 4:18 p.m.