A. CALL TO ORDER – 1:30 p.m.

B. APPROVAL OF AGENDA

Commissioner Chelsea Bonini requested to table the *Appeal Hearing Request* agenda item under Action Items until further information regarding the appeal hearing is provided to the Commission.

Commissioner Paul Scannell emphasized that he had procedural questions regarding the agenda item and proposed to leave it on the agenda.

Superintendent Anne Campbell noted that the County Office would like to address the Personnel Commission and have the opportunity to convey the County Office’s position regarding the *Appeal Hearing Request* agenda item before the Commission takes any action on the item.

Discussion ensued.

Commissioner Christine Coffey decided to leave the agenda item on the agenda and recommended to strictly narrow discussion focusing merely on procedures.

Personnel Administrator Franklin Felizardo informed the Commission that on agenda item J3, *Termination of Eligibility List*, under Action Items, procedures have not been followed. Mr. Felizardo requested to have the agenda item withdrawn until it is properly reviewed.
CSEA 887 President Laurie Mouton responded and informed the Commission that she wanted to relay viable information and a message from a CSEA 887 employee related to the *Termination of Eligibility List* agenda item.

Discussion ensued.

**Action:** Commissioner Scannell moved to approve the August 8, 2018 regular meeting agenda as presented. Commissioner Bonini seconded the motion. Motion passed and agenda was approved as presented.

**C. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)**
None to report.

**D. CLOSED SESSION**
*Public Employee Performance Evaluation (Govt. Code § 54957)*
*Title: Administrator, Personnel Commission Services Staff*

The Commission adjourned the meeting and moved into closed session at 1:35 p.m.

**E. RECONVENE TO OPEN SESSION**
The Commission reconvened and reopened the meeting to the public at 3:30 p.m.

No action was taken during closed session.

**F. APPROVAL OF MEETING MINUTES #538 – July 11, 2018**

Commissioner Bonini requested to add a note under agenda item D, *Board of Education/Superintendent Communication*, indicating Commissioner Scannell’s request for the Classification and Compensation Study consulting firm’s report of their recommendations. A note was added to the July 11, 2018 minutes with the following verbiage:

“The Superintendent’s office is happy to provide recommendations from contractors to Mr. Felizardo for him to report out in the upcoming Commission meeting.

Commissioner Paul Scannell emphasized that if the contract is in place, he would like to meet the consultants conducting the Classification and Compensation Study.”

**Action:** A motion to approve the July 11, 2018 regular meeting minutes with the amendment was made and seconded. Motion passed and minutes were approved as amended.

**G. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS**
Superintendent Anne Campbell addressed the Personnel Commission and provided an update from San Mateo County Office (SMCOE) Board of Education and Superintendent’s office.

Superintended Campbell reported that Board Member incumbents Hector Camacho, Susan Alvaro, and Beverley Gerard have officially filed to run for re-election in November.

Miss Campbell announced that the County Office is preparing for the beginning of school with SCMOE’s student programs gearing up to anticipate the start of the new school year.
H. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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

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

Mr. SooHoo announced that Personnel Department has open recruitment for the Director-Maintenance, Operations & Transportation Services, Manager-District Business Services, Facilities Services Assistant, Administrator-District Business Services, Paraeducator-Special Education, and Financial Analyst positions. Written examinations for the Support Services Technician position were administered on August 2, 2018. Written examinations for the Facilities Services Assistant position are scheduled at the end of the month of August. Oral board interviews are scheduled for the Support Services Technician position on Tuesday, August 14, 2018.

Personnel Staff will not be presenting certification lists for ratification in the current agenda.

Mr. SooHoo concluded that Personnel opened a new recruitment for the Paraeducator-Special Education position since the current list has less than three candidates on the top three ranks.

2. Personnel Administrator’s Report

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

Mr. Felizardo reported that the department has received multiple requests for reclassifications. He hopes that Human Resources will develop a managers training to help improve an understanding of the process and the difference between reclassification and Working-Out-of-Classification.

J. ACTION ITEMS
1. New Position Classification – Special Education Paraeducator-Hearing Impaired

Personnel Commission action is requested to classify a new position within the Early Childhood Education (ECE) program as Special Education Paraeducator, Hearing Impaired at the existing CSEA 158 salary range 9 ($19.69 – $24.63).

Action: A motion to approve a new position within the Early Childhood Education (ECE) program as Special Education Paraeducator, Hearing Impaired at the existing CSEA 158 salary range 9 was made and seconded. Motion passed and unanimously approved.

2. Appeal Hearing Request

SMCOE Legal Counsel Claire Cunningham informed the Personnel Commission that the County Office was not given any notice regarding the appeal filed on July 30, 2018, which was received by the Personnel Department. The County Office only learned about the appeal
upon their review of the August 8, 2018 Personnel Commission Meeting agenda. Ms. Cunningham requested that, in the future, the County Office be notified of all information and changes to the status of any matter of which the County Office would be a party. In addition, Ms. Cunningham expressed the County Office’s disagreement in the options set forth in the memo of the Appeal Hearing Request agenda item.

Discussion ensued.

Ms. Cunningham conveyed that it is the position of the County Office that it is not necessary for the Commission to employ a hearing officer since the Personnel Commission is the deciding body that will ultimately take action for the appeal.

Commissioner Bonini pointed out that there are two separate tracks in the appeal: one is the appeal for the 30-day issue and second is the appeal for the employee dismissal.

Ms. Cunningham clarified that the County Office received the notice for the appeal for the 30-day issue but not the appeal for the employee dismissal.

Discussion ensued.

The Commission decided to take action on next steps that the Commission needs to take.

**Action:** Commissioner Bonini made a motion to conduct an appeal hearing and to schedule the hearing at a relative time frame with the following stipulations:

- that the Personnel Commission will have the County Counsel present at the appeal hearing to advise the Commission;
- that the appealing party will have its own counsel at the appeal hearing;
- that the County Office will have its own counsel as a party in the appeal hearing.

Commissioner Scannell seconded the motion. Motion passed and unanimously approved.

3. **Termination of Eligibility List**

CSEA 887 President Laurie Mouton addressed the Personnel Commission and emphasized that issues arise in response to the Termination of Eligibility List agenda item due to miscommunication and because the Merit System Rules, bargaining unit contract, and procedures were not followed. Ms. Mouton read and relayed the message from an employee under CSEA 887 who feels strongly against the proposed Termination of Eligibility List agenda item. Ms. Mouton informed the Commission that the employee resigned as a result of this. She stressed that the union membership shares the same sentiment as the employee and expressed her frustration with the process being bypassed.

Commissioner Bonini pointed out that the factors presented in the memo in order to terminate the existing eligibility list do not support the recommendation to terminate the list. Ms. Bonini clarified if the Superintendent’s office already had a conversation about the agenda item and if it was presented to the Commission with the Superintendent’s recommendation for Commission approval as presented in the memo.
Superintendent Anne Campbell responded that she was not notified of the *Termination of Eligibility List* agenda item and that she only learned about the agenda item upon her review of the August 8, 2018 Personnel Commission Meeting agenda. Ms. Campbell emphasized that she has not been consulted regarding the agenda item and stressed that she is not recommending for the Commission to approve the *Termination of Eligibility List* agenda item for all the reasons pointed out by Ms. Mouton.

Administrator, IT Lorrie Owens addressed the Commission and explained that in response to the specific qualifications that she requested for the *Administrative Assistant III* position for her department, she followed every step that she was advised to go through. She clarified that what she initially requested back in November was a new job description.

Discussion ensued.

**Action:** No action was taken.

K. **NEXT MEETING**
The next Personnel Commission regular meeting is scheduled on September 19, 2018 at 2:30 p.m.

L. **ADJOURNMENT**
Having no further business, Commissioner Christine Coffey adjourned the meeting at 4:04 p.m.