SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES
Meeting #544
November 14, 2018 – 2:30 p.m.

Commission Members Present: Chelsea Bonini, Commissioner
Paul Scannell, Commissioner

Commission Staff Present: Franklin Felizardo
Lycette Kintanar
Eric SooHoo

Others Present: Nancy Magee, Superintendent

Donna Cervelli       Margie Gustafson         Jennifer Perna
Jean Corpuz          Diana Harlick            Shelène Peterson
Ahriane Custodio    Elaine Ho                Denise Porterfield
Francesca D’Amato   Edna Letran              Loida Reyes
Julie Eastburn       Patricia Love            Alyson Suzuki
Cynthia Fong-Wan    Lauriene Mouton           May Tran
Lukas Frei           Lori Musso               Karen Williams

A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA
Commissioner Paul Scannell suggested hearing agenda item F3: Staffing & Compensation Study – Educational Management Solutions (EMS) under Information Items after all action agenda items have been heard.

Action: A motion to approve the November 14, 2018 regular meeting agenda with the amendment was made and seconded. Motion passed and agenda was approved as amended.

C. APPROVAL OF MEETING MINUTES #543 – October 17, 2018
Commissioner Chelsea Bonini made a correction to the October 17, 2018 meeting minutes to add Lorrie Owens’ name in the list of attendees present at the meeting.

Action: A motion to approve the October 17, 2018 meeting minutes with the correction was made and seconded. Motion passed and minutes were approved as corrected.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
New Superintendent Nancy Magee addressed the Personnel Commission and provided an update from San Mateo County Office of Education (SMCOE) Board of Education and Superintendent’s office.
Superintendent Magee reported about her meetings during her first days in office. She met with the Personnel Commission staff and had a pop-up meeting with the SMCOE organization on Thursday, November 8, 2018. The pop-up meeting provided an opportunity for attendees to discuss about the staffing study, ask questions, and for the Superintendent to give an overview of her vision for the organization.

Ms. Magee acknowledged the presence of the Educational Management Solutions (EMS) team scheduled to present about the classification/staffing study.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

F. 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 Coordinator-School Safety & Risk Prevention, Physical Therapist, Paraeducator-Special Education, and Itinerant Paraeducator-Special Education positions. There are no written examinations and no oral board interviews currently scheduled.

   Mr. SooHoo concluded that certification lists were completed for the Manager-Information Technology Support and Executive Assistant III positions.

2. Personnel Administrator’s Report

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

   Mr. Felizardo reported that he provided some help at the Special Education program during his visit at Palos Verdes and El Portal school sites. He spoke about his meeting with Superintendent Nancy Magee and Personnel Staff to discuss about the Superintendent’s organizational vision. He added that Associate Superintendent Jeneè Littrell will be periodically attending Personnel Staff’s weekly meeting.

   Mr. Felizardo attended an open house at the Special Education, K-12 program on November 7, 2018. He will be working on section 2 of Personnel Department’s Procedures Manual for the December meeting.

3. Staffing & Compensation Study – Educational Management Solutions (EMS)
   (This agenda item was moved to the end of the agenda and was heard after all action agenda items were heard prior to closed session.)

   Larry Hunn, a representative of Educational Management Solutions (EMS), addressed the Commission and provided a presentation about the SMCOE classification and staffing study that EMS is currently conducting.
Commissioner Bonini inquired about the availability of the software that the group is using in relation to the study and asked about the intended recipients who will have access to it.

Mr. Hunn confirmed that the software will be provided to Personnel Staff once the classification/staffing study is done.

Mr. Felizardo announced that EMS group will be presenting the software to the Personnel Commission in December.


Mr. Felizardo presented the first draft of the Personnel Department Operating Procedures Manual to the Personnel Commission.

Commissioner Chelsea Bonini raised the question of how the manual will be presented and whether or not Mr. Felizardo plans on including things or any request that may come up under the rules. She stated that what she pointed out would be task-based procedures for transparency purposes even though the manual will focus on timelines.

Mr. Felizardo confirmed that the manual will be presented in sections and that each section will include what Ms. Bonini pointed out.

Commissioner Paul Scannell provided an over-all comment on the procedures manual advising Mr. Felizardo to be careful in using abbreviations in the document since not everybody knows what they stand for.

Discussion ensued.

5. 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.

G. ACTION ITEMS

1. Classification and Compensation Review – Early Learning Support Svcs Coordinators

Personnel Commission action is requested to approve salary placement of the existing Coordinator-Early Learning Quality Improvement Initiatives (ELQII) and Coordinator-Early Learning Dual Language Support (ELDLS) classifications from pay range 7.5 to 8.5 of the Management Salary Schedule.

Discussion ensued.

**Action:** A motion to approve salary placement of the existing Coordinator-Early Learning Quality Improvement Initiatives (ELQII) and Coordinator-Early Learning Dual Language Support (ELDLS) classifications from pay range 7.5 to 8.5 of the Management Salary Schedule was made and seconded. Motion passed and was approved by two votes.
2. Position Reclassification – Sr Executive Asst to Executive Asst III (Non-Confidential)

Personnel Commission action is requested to reclassify Senior Executive Assistant to Executive Assistant III – Non-Confidential, approve the newly created job description for the Executive Assistant III – Non-Confidential, and approve salary placement of the new position to salary grade 130 of the CSEA 887 salary schedule.

Discussion ensued.

Personnel Commissioner Paul Scannell suggested to move forward and approve the recommendation with one change in the third part of the recommendation to reflect approval of the salary placement of the reclassified position instead of a new position.

Discussion ensued.

**Action:** A motion to approve the following recommendations was made and seconded:

- a) reclassify Senior Executive Assistant to Executive Assistant III – Non-Confidential;
- b) approve the newly created job description for the Executive Assistant III – Non-Confidential;
- c) approve salary placement of the reclassified position to salary grade 130 of the CSEA 887 salary schedule.

Motion passed and was approved by two votes.

3. New Position – Physical Therapist

Personnel Commission action is requested to approve one new classification in the Student Services Division as Physical Therapist and approve the recommended salary placement for the new classification at CSEA 158 salary grade 40.

Discussion ensued.

**Action:** A motion to approve one new classification in the Student Services Division as Physical Therapist and approve the recommended salary placement for the new classification at CSEA 158 salary grade 40 was made and seconded. Motion passed and was approved by two votes.

4. New Position – Coordinator, School Safety & Risk Prevention

Personnel Commission action is requested to approve one new classification in the Student Services Division as a School Safety and Risk Prevention and approve the recommended salary placement for the new classification on the Management Salary Schedule at salary range 7.5.

Superintendent Nancy Magee addressed the Personnel Commission and provided a thorough background about the new position.
Discussion ensued.

**Action:** A motion to approve one new classification in the Student Services Division as a School Safety and Risk Prevention and approve the recommended salary placement for the new classification on the Management Salary Schedule at salary range 7.5 was made and seconded. Motion passed and was approved by two votes.

5. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility list developed for the *Manager-Information Technology Support* classification in accordance with Education Code Section 45272.

**Action:** A motion to ratify the open eligibility list developed for the *Manager-Information Technology Support* classification was made and seconded. Motion passed and was approved by two votes.

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

Commissioner Bonini opened the floor for public comment regarding closed session items.

CSEA 887 President Lauriene Mouton addressed the Commission and inquired if a decision has been made regarding the disciplinary appeal under closed session item 1 and if any notice was sent out to intended recipients.

Ms. Bonini responded that an email was sent out by County Counsel on October 17, 2018. She asserted that the Commission will find out the recipients of the email and will include it in their discussion as they prepare findings of fact in the closed session.

Discussion ensued.

I. **CLOSED SESSION**

(1) Public Employee Discipline *(Govt. Code § 54957)*  
Title: Disciplinary Appeal

(2) Public Employee Employment *(Govt. Code § 54957)*  
Title: Leave Provisions for Administrator, Personnel Commission Services

(3) Public Employee Performance Evaluation *(Govt. Code § 54957)*  
Title: Administrator, Personnel Commission Services

The Commission adjourned the meeting and moved into closed session at 4:23 p.m.

J. **RECONVENE IN OPEN SESSION**

The Commission reconvened and reopened the meeting to the public at 5:10 p.m.

No action was taken during closed session.
K. NEXT MEETING
The next Personnel Commission regular meeting is scheduled on December 12, 2018 at 2:30 p.m.

L. ADJOURNMENT
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 5:10 p.m.