A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the October 17, 2018 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #541 & #542 – September 17 & October 10, 2018

Action: A motion to approve the September 17, 2018 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Action: A motion to approve the October 10, 2018 special meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
Superintendent Anne Campbell addressed the Personnel Commission and provided an update from San Mateo County Office of Education (SMCOE) Board of Education and Superintendent’s office.
Superintendent Campbell announced that the October 17, 2018 Personnel Commission meeting would be her last Commission meeting and Superintendent-elect Nancy Magee will start attending future Commission meetings.

Ms. Campbell thanked the Commission for all the things that she learned about the Merit System in her last eight years of service as County Superintendent.

Ms. Campbell reported that SMCOE recently hosted the California County Superintendents’ Organization (CCSESA) meeting on October 15 & 16, 2018 and presented to the Commission the work she has done together with the Research Committee and Teacher Recruitment in California. She conveyed some of the findings they found in their research documents that focused on recruiting top-notch talent into the teaching profession and into School Districts.

Superintendent Campbell emphasized that the Personnel Department Recruitment process as well as other Personnel aspects that the Personnel Commission oversees is taking a very long time to realize. She posed the question about the ability of the Personnel Commission to be equipped, through the Merit Rules, to bring the very best talent into the County Office and questioned the Commission’s capability to respond to today’s employment market.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

CSEA President Lauriene Mouton addressed the Personnel Commission and expressed her concerns regarding the technician position in the Student Services Division and the 50% full-time equivalent (FTE) position in the Early Childhood Education (ECE) program.

Discussion ensued.

Diana Harlick and Cynthia Fong-Wan, Coordinators in the Early Learning Quality Improvement Initiatives program, addressed the Personnel Commission requesting for a salary review of their position classifications. They believe that they have been placed in the wrong salary range.

Edna Letran, Senior Executive Assistant addressed the Personnel Commission regarding the status of her reclassification request that she initially submitted on July 9, 2018. She emphasized that she has been getting conflicting information from both Franklin Felizardo and the Union when she asked about the reason for the delay. Ms. Letran appealed before the Commission to have her reclassification request move forward given the amount of time that had passed since she initially submitted her request.

Commissioner Chelsea Bonini requested to place matters in the agenda for the next Personnel Commission meeting so the Commission can review and respond to the issues placed before them.

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 Substitute Paraeducator, Special Education multiple positions. Written examinations for the Executive Assistant III position are scheduled on Thursday, October 25, 2018 and for the Paraeducator, Special Education position scheduled on Tuesday, October 30, 2018.
Oral board interviews for the Manager-Information Technology Support position is scheduled on Wednesday, October 24, 2018.

Certification lists were completed for the Facilities Services Assistant, Director-Maintenance, Operations, & Transportation Services, Manager-District Business Services, Financial Analyst, and Accountant 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 Personnel Staff and Commissioner Bonini attended the School Personnel Commissioners Association/Northern California (SPCA/NC) Conference on October 7-9, 2018.

3. **Classification Study – Personnel Commission Role**

   Franklin Felizardo provided a brief background of the SMCOE classification study and the vendor selection process.

   Commissioner Chelsea Bonini conveyed that she is learning more about the classification study and has gained more understanding about her role as a Commissioner from her recent attendance in the 2018 SPCA/NC Conference. Ms. Bonini raised her concern about the lack of involvement of the Commission in the current SMCOE classification study and would like to have a specific understanding of what the Personnel Commission’s role in the classification study. Based on the feedback she received from her conversations with employees, Ms. Bonini expressed that there is a disconnect in the terminology that EMS is using for the study and that EMS is not calling it a classification study at all. She emphasized that the Commission needs to have a clearer understanding of the study since the Commission will have to ratify new classifications that will be presented to them in the future.

   Deputy Superintendent Denise Porterfield addressed the Commission and provided a thorough explanation of how EMS is conducting the study and communicated some employee feedback about the study.

   Discussion ensued.

   Ms. Porterfield suggested that EMS may be available to meet with the Personnel Commission in the November 14 Commission meeting since they are scheduled to be at SMCOE that day.

   Commissioner Bonini requested for EMS documentation be provided to the Commission ahead of time such as terminologies that the company is using that coordinates with the Merit Rules and that may help the Commission understand the company’s process better.

   Ms. Porterfield explained that EMS is conducting a staffing study for the entire organization that includes certificated and classified employees. Although specified as a staffing study, Ms.
Porterfield stressed that a classification study is being conducted specifically for the classified side and a staffing study for the certificated side with the idea of “equal pay for equal work.”

CSEA 887 President Lauriene Mouton addressed the Commission and expressed the Union membership’s concerns on why the administration has taken over the classification study, why EMS was chosen to conduct the study, and why the study is focused on functions as supposed to tasks.

Ms. Porterfield emphasized that Management has not taken over the study. She has been in constant communication with Mr. Felizardo updating him through the whole process and that they are moving forward jointly. She is faced with the challenge that Mr. Felizardo has a significant amount of time constraints in his ability to respond.

Discussion ensued.

G. ACTION ITEMS

1. Personnel Commission Appointment

Commissioner Christine Coffey opened the floor for public comments for the Personnel Commission public hearing appointment. Ms. Coffey is seeking re-appointment for another three-year term.

CSEA 887 President Lauriene Mouton expressed her gratitude for Ms. Coffey’s years of services as a Commissioner on behalf of the Union membership.

**Action:** A motion to approve the appointment of Ms. Christine Coffey for another three-year term was made and seconded. Motion passed and unanimously approved.

2. Position Reclassification – Administrative Assistant II to Student Services Specialist

Personnel Commission action is requested to reclassify the Administrative Assistant II in the Special Education Local Plan Area (SELPA) to Student Services Specialist.

SELPA Associate Superintendent Anjanette Pelletier addressed the Commission’s questions and provided the historical background of the position.

Discussion ensued.

**Action:** A motion to approve the position reclassification of the Administrative Assistant II to Student Services Specialist was made and seconded. Motion passed and unanimously approved.

3. New Classification – Itinerant Paraeducator, Special Education

Personnel Commission action is requested to approve one new classification in the Student Services Division as Itinerant Paraeducator, Special Education and approve the recommended salary placement for the new classification at the CSEA 158 Salary Schedule Range 9 ($19.99 – $23.94/hour).
Discussion ensued.

**Action:** A motion to approve one new classification as *Itinerant Paraeducator, Special Education* and approve the recommended salary placement for the new classification at the CSEA 158 Salary Schedule Range 9 ($19.99 – $23.94/hour) was made and seconded. Motion passed and unanimously approved.

4. **Ratification of Expenses – Job Fair**

Personnel Commission is requested to approve and ratify the expenses incurred by the Personnel Commission Services Department to participate in the San Mateo Daily Journal Job Fair held on September 25, 2018.

Discussion ensued.

**Action:** A motion to approve and ratify the expenses incurred by the Personnel Commission Services Department to participate in the San Mateo Daily Journal Job Fair held on September 25, 2018 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 *Facilities Services Assistant, Director-Maintenance, Operations, & Transportation Services, Manager-District Business Services, Financial Analyst, and Accountant* classifications in accordance with Education Code Section 45272.

**Action:** A motion to ratify the open eligibility lists developed for the *Facilities Services Assistant, Director-Maintenance, Operations, & Transportation Services, Manager-District Business Services, Financial Analyst, and Accountant* classifications was made and seconded. Motion passed and unanimously approved.

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

None to report.

I. **CLOSED SESSION**

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

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

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

J. **RECONVENE IN OPEN SESSION**

The Commission reconvened and reopened the meeting to the public at 5:12 p.m.

No action was taken during closed session.
K. NEXT MEETING
   The next Personnel Commission regular meeting is scheduled on November 14, 2018 at 2:30 p.m.

L. ADJOURNMENT
   Having no further business, Commissioner Christine Coffey adjourned the meeting at 5:12 p.m.