A. CALL TO ORDER – 2:31 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the August 14, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #552 – July 10, 2019

Action: A motion to approve the July 10, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved by two votes with one abstention.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

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

Superintendent Magee reported about SMCOE’s network outage in the beginning of the month and recognized Technology Department’s efforts in restoring the organization’s network systems back up and running. Ms. Magee also acknowledged all staff for their cooperation and patience.
during the outage. Ms. Magee enumerated the security protocols and additional protection put in place for all SMCOE systems as a result of the incident. SMCOE plans on celebrating the Technology staff as local heroes by hosting a food festival in the upcoming months.

Superintendent Magee announced that the first day of school for SMCOE school programs kicked off that morning with the Special Education staff development training held at the County Office. All teachers with the Court & Community, Anne Campbell Center, and Special Education program staff were scheduled for best practices training in the afternoon.

Ms. Magee acknowledged Associate Superintendent, Human Resources/Teacher & Administrator Development Lori Musso and her staff for providing the Special Education program with a more robust staffing of Paraeducators for the school year.

Superintendent Magee reiterated and emphasized her support of Ms. Musso’s recommendations to be the Personnel Commissioner Officer as part of the transition plan for the Administrator, Personnel Commission position.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

F. ACTION ITEMS

1. Discuss/Act on Transition Plan for Administrator, Personnel Commission

Associate Superintendent Lori Musso addressed the Personnel Commission and requested the Commission to adopt a collaborative “dual hat” model of administration to supervise and implement the rules and regulations necessary to ensure the efficient service, selection and retention of the County Office’s classified employees upon a basis of merit and fitness.

Ms. Musso laid out the following plan on how the new model would efficiently fit into the day-to-day work in the department:

- Associate Superintendent would serve as primary officer of the Personnel Commission;
- Associate Superintendent would oversee all functions of HR and the Merit System;
- SMCOE would staff two Human Resources Directors; one for certificated employee matters and one for classified employee matters. Although the Directors would have designations, they would also serve as a seamless role. All Human Resources management would know and be able to perform both HR duties and PC duties. Collectively, Management would work as a team to serve the needs of classified staff;
- Maintain current PC staff: Executive Assistant and Human Resources Analyst;
- Budgeting: Associate Superintendent 50/50 and Classified Director 50/50;
- Per Merit Rule 20.13, A3 “The Personnel Director (in this case the Associate Superintendent) shall not advise or make recommendations to the Commission regarding any disciplinary action appealed to the Commission under Education Code Section 45305, if the Personnel Director (Associate Superintendent) is the party who brought the action against the employee.” (Education Code Section 45266).

Discussion ensued.
The following attendees addressed the Commission and expressed their opposition on Ms. Musso’s recommendations:

- Eric SooHoo
- Francesca D’Amato
- Hari Chand, CSEA 158 President
- Mark Westerberg, CSEA Representative
- Robert Fuertes, CSEA 789 President
- Laurie Mouton, CSEA 887 President

Lorrie Owens, Information Technology Services Administrator, addressed the Commission and expressed her support on Ms. Musso’s recommendations.

Cameron Lewis, Educational Data Analyst, addressed the Personnel Commission and stated that his question about what the problem is in the current system has not been addressed throughout the entire process. Mr. Lewis questioned the capacity of Ms. Musso’s proposal to both serve the certificated and classified employees.

Discussion ensued.

Commissioner Paul Scannell reiterated Mr. Lewis’s question and asked what the problem is in the current system that will be solved in the new approach.

Superintendent Magee responded stating that she takes ownership and responsibility for the entire organization including the Personnel Commission. Ms. Magee pointed out that there have been situations that staffing was bogged down by Personnel processes that has nothing to do with the Merit System. Ms. Magee stressed that she wanted to address such issues by progressing hiring procedures in a way that makes sense within the rules.

Discussion ensued.

**Action:** Commissioner Christine Coffey moved to reject the recommendation to adopt a “dual hat” model of administration and instead move forward to the recruitment of the new Personnel Administrator. Commissioner Paul Scannell seconded the motion. Motion passed and was approved by two votes from Commissioners Coffey and Scannell with a no vote from Commissioner Bonini opposing the motion.

Associate Superintendent of HR/TAD Lori Musso declared that she respects the decision of the Commission rejecting her proposal. Ms. Musso announced that, having heard the concerns of most attendees stating that the “dual hat” model will not serve the purposes of the Personnel Commission, she is stepping down from her position as Interim, Personnel Administrator effectively immediately. Ms. Musso expressed that in order for the Commission to appoint a new Interim Director who would serve the purposes of the Commission, she needs to step down to uphold the decision made and respect what employees want.

Commissioner Chelsea Bonini announced that she will be reaching out to the School Personnel Commissioners Association to get help in the transition and will be keeping in touch with Administration and Personnel Staff to move forward.
2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility list developed for the Manager-Network Services, Administrative Assistant I, and Computer/Network Technician classifications in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility list developed for the Manager-Network Services, Administrative Assistant I, and Computer/Network Technician classifications was made and seconded. Motion passed and was unanimously approved.

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

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

   Mr. SooHoo announced that Personnel Department has five positions open for recruitment, two positions are in the application screening process, one position is in the written examination process, and three are in the oral board interview process.

   Discussion ensued.

2. Associate Superintendent’s Report

   Lori Musso, Associate Superintendent of HR/TAD, addressed the Personnel Commission and stated that it has been a pleasure working with the Personnel Staff and she believes that together they have done good work.

H. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on September 11, 2019 at 2:30 p.m.

I. ADJOURNMENT

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 4:17 p.m.

Respectfully Submitted By:

Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission Services