A. **CALL TO ORDER – 2:30 p.m.**

B. **APPROVAL OF AGENDA**

**Action:** A motion to approve the February 13, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. **APPROVAL OF MEETING MINUTES #546 – January 9, 2019**

**Action:** A motion to approve the January 9, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

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 with various bargaining groups such as the Labor Management Initiative attended by the presidents of each bargaining unit.
Ms. Magee emphasized that her administration continues to focus on meeting the needs of SMCOE’s programs and continues to work on streamlining the hiring process in order to address staffing needs. She expressed her full support of the Merit Rules System and the Personnel Commission, and acknowledged its unique role in the organization.

Discussion ensued.

E. **PUBLIC/EMPLOYEE COMMUNICATIONS**

None to report.

F. **INFORMATION ITEMS**

1. **Recruitment and Selection Update/Staffing Report**

   Eric SooHoo provided the Commission an update on Personnel Services Department recruitment.

   Mr. SooHoo announced that Personnel Department has open recruitment for the *Information Technology Project/Operations Analyst, Administrative Assistant II, Senior Accounting Assistant, Physical Therapist, Itinerant Paraeducator-Special Education, and Paraeducator-Special Education* positions.

   Written examinations are scheduled in late February for the *Administrative Assistant II* and *Senior Accounting Assistant* positions. Staff anticipates conducting oral board interviews for the *Network Engineer* and *Educational Data Analyst* positions in the following weeks.

   Mr. SooHoo concluded that certification lists were completed for the *Coordinator, School Safety & Risk Prevention, Paraeducator-Special Education, and Custodial/Maintenance Worker* positions ready for the Commission to ratify.

   CSEA 887 President Lauriene Mouton addressed the Personnel Commission and raised her concerns about the *Educational Data Analyst* recruitment posting for the 60% and 100% full-time equivalent (FTE). Ms. Mouton questioned why the 100% FTE was posted with the 60% FTE when the Union has not been informed about it and a requisition for the position has not been submitted yet.

   Commissioner Chelsea Bonini requested for Franklin Felizardo to look into the matter and do a follow-up on it.

   Discussion ensued.

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 about the 2019 California School Personnel Commissioners Association (CSPCA) Conference in Anaheim that Personnel staff attended in the previous week.

   Mr. Felizardo presented a report regarding Personnel Department’s process in classifying new positions.

   Discussion ensued.

   Ms. Mouton requested for a written copy of the report so she can consult the CSEA representative, have it reviewed, and get back to the Commission for further discussion and possible questions in the next meeting.

   Superintendent Magee conveyed concerns about the impact of the process on the programs in terms of addressing the Special Education program’s staffing needs.

   Discussion ensued.

   Commissioner Bonini suggested for Personnel to provide a follow-up and continue discussion on the agenda item, Classifying New Positions.

4. **Staffing and Compensation Study Update**

   Mr. Felizardo presented a progress report regarding the Staffing and Compensation study. Educational Management Solutions (EMS) is expected to present and provide another update regarding the study in the next meeting scheduled on March 13, 2019.

   Discussion ensued.

G. **ACTION ITEMS**

1. **Approval of Eligibility Lists**

   Personnel Commission action is requested to ratify the open eligibility lists developed for the Coordinator, School Safety & Risk Prevention, Paraeducator-Special Education, and Custodial/Maintenance Worker classifications in accordance with Education Code Section 45272.

   **Action:** A motion to ratify the open eligibility lists developed for the Coordinator, School Safety & Risk Prevention, Paraeducator-Special Education, and Custodial/Maintenance Worker classifications was made and seconded. Motion passed and was unanimously approved.

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

   None to report.

I. **CLOSED SESSION**

   (1) Public Employee Performance Evaluation (Govt. Code § 54957)
   Title: Administrator, Personnel Commission Services
The Commission adjourned the meeting and moved into closed session at 2:10 p.m.

J. **RECONVENE IN OPEN SESSION**
The Commission reconvened and reopened the meeting to the public at 4:37 p.m.

No action was taken during closed session.

K. **NEXT MEETING**
The next Personnel Commission regular meeting has been re-scheduled from March 13, 2019 to March 20, 2019 at 2:30 p.m.

L. **ADJOURNMENT**
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 4:37 p.m.