A. CALL TO ORDER – 2:34 p.m.
Commissioner Chelsea Bonini opened the public meeting with Commissioner Christine Coffey in attendance. Ms. Bonini announced that Commissioner Paul Scannell will not be in attendance due to an unexpected circumstance.

B. APPROVAL OF AGENDA

Action: A motion to approve the July 10, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted by two votes.

C. APPROVAL OF MEETING MINUTES #551 – June 12, 2019

Action: A motion to approve the June 12, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted by two votes.
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 the various SMCOE schools graduation including the new Anne Campbell Center.

Ms. Magee informed the Commission that she had been engaged in meeting with new staff recently hired at the County Office and talked about SMCOE’s Strategic Planning as SMCOE moves into year 2020.

Ms. Magee announced that SMCOE will launch a Merit Rules Marathon around August and September headed by the Communications team in order to raise the level of employee knowledge about the Merit System Rules.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

F. DISCUSS AND DEVELOP TRANSITION PLAN FOR ADMINISTRATOR, PERSONNEL COMMISSION
Commissioner Bonini provided an overview of what transpired from the discussion to develop a transition plan for the Personnel Administrator position at the previous Commission meeting.

Ms. Bonini stated that if any question will come up during the current discussion, additional information will be sent to Mr. Scannell right away. She emphasized that it is the Commission’s intent to schedule a special meeting in the next two weeks in order to consider a recommendation for the agenda item.

Lori Musso, Associate Superintendent of Human Resources/Teacher & Administrator Development, addressed the Personnel Commission and presented her research on both the timeline about the recruitment process for the Personnel Administrator position and the various County Offices of Education with Associate Superintendents serving in dual capacity role leading both Human Resources and Personnel Commission.

Discussion ensued.

Ms. Musso provided the information of going through the process of engaging an outside firm to handle the recruitment for a Personnel Administrator. The firm that the Personnel Commission contracted with in the past cost $12,500 and came highly recommended.

Ms. Musso announced that Modell Marlow-Anderson, retired Administrator, will start her assignment on July 11, 2019 as support to Ms. Musso in her transition.

Lauriene Mouton, California School Employees Association (CSEA) 887 President, addressed the Personnel Commission and expressed her concerns regarding the current Management structure of the Personnel department. Ms. Mouton argued that rather than pull Ms. Musso away from her 100% work in HR to work as an interim Personnel Director while also working as the Associate Superintendent in HR, and at the same time, try to get another person to help Ms. Musso in the HR side, the Commission should just move forward in finding a new Personnel Administrator.
Ms. Mouton encouraged the Commission to move forward by reaching out to the California School Personnel Commissioners Association (CSPCA) representatives to seek support in finding an interim Personnel Administrator so Ms. Musso can go back to doing her work in HR. Ms. Mouton feels that the whole process keeps stalling rather than move forward.

Commissioner Bonini responded that Ms. Musso has been doing the work unofficially in the past years to help the Personnel department run smoothly and that the Commission had tasked her to continue doing the work as interim Personnel Administrator while the department goes through a transition. Ms. Bonini stated that it is the Commission’s intent to hold a special meeting in the next few weeks and make a recommendation in order to move forward.

Discussion ensued.

Brian Wilson, Telecommunications/Network Analyst, addressed the Commission and clarified whether Ms. Marlow will be dealing with HR duties or Personnel duties.

Robert Fuertes, CSEA 789 President, asked about the type of work that will be assigned to Ms. Marlow that may pose a conflict of interest and if tasks will be delegated to her such as the type of duties that Ms. Musso would have to recuse herself.

Ms. Musso stated that Ms. Marlow will assist her as work arises up to the capacity that Ms. Musso would allow her. Ms. Musso emphasized that she would be very careful of the type of work Ms. Marlow would do as to the level of confidentiality of her tasks. Ms. Marlow will not deal with grievances and employee disciplines.

Ms. Musso presented her research on various Merit Districts with Personnel Directors serving at dual capacity.

Discussion ensued.

Ms. Bonini thanked Ms. Musso for gathering the information for the Commission and requested to forward them to Commissioner Scannel.

Ms. Bonini directed Ms. Musso to present a recommendation at the next Personnel Commission meeting and welcomed everyone to attend who wants to provide additional input regarding the agenda item.

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 open recruitment for the Paraeducator, Special Education, Itinerant Paraeducator-Special Education, Bilingual Family Counselor, Behavior Intervention Specialist, Health Care Specialist Director-Maintenance, Operations, & Transportation Service, and Educational Data Analyst positions.
Written examinations were administered for the *Administrative Assistant I* and *Computer/Network Technician* positions. Oral board interviews were completed for the *Manager-Network Services* on July 9, 2019 and oral board interviews for the *Administrative Assistant I* is scheduled on Wednesday, July 17, 2019.

Mr. SooHoo stated that a certification list was created for the *Support Services Technician* position ready for the Personnel Commission to ratify.

2. ** Personnel Administrator’s Report**

Lori Musso, Associate Superintendent of HR/TAD, addressed the Personnel Commission and provided a quick update on current activities of the Personnel department.

Ms. Musso reported that SMCOE is within its last two weeks of Extended School Year (ESY) with 128 classified staff hired to support the program. HR and Personnel have had a number of separations and recruitment in addition to preparing the systems to roll into the upcoming school year. Ms. Musso commended everybody for making everything happen and being able to serve the students.

Ms. Musso announced her Executive Assistant’s retirement, Eileen Gavron, after 29 years of service to the County Office. Luz Roman-Amaro was hired to replace Ms. Gavron who is currently working as Administrative Assistant II with the Early Learning Support Services department and at the same time transitioning into her new Executive Assistant role.

**H. ACTION ITEMS**

1. **Position Reclassification – Executive Assistant I to Executive Assistant II**

   Personnel Commission action is requested to reclassify one administrative support position reporting to the Deputy Superintendent, Business Services from Executive Assistant I to Executive Assistant II.

   Discussion ensued.

   **Action:** A motion to reclassify one administrative support position reporting to the Deputy Superintendent, Business Services from Executive Assistant I to Executive Assistant II was made and seconded. Motion passed and was approved by two votes.

2. **Position Reclassification – Administrative Assistant II to Administrative Assistant III**

   Personnel Commission action is requested to reclassify one administrative support position reporting to the Administrator, Early Learning Support Services (ELSS) from Administrative Assistant II to Administrative Assistant III.

   Discussion ensued.
**Action**: A motion to reclassify one administrative support position reporting to the Administrator, Early Learning Support Services (ELSS) from Administrative Assistant II to Administrative Assistant III was made and seconded. Motion passed and was approved by two votes.

3. **New Position – Coordinator, Information Systems**

Personnel Commission action is requested to classify one new position within the Information Technology Services Department as Coordinator, Information Systems at the previously established Management salary range 7.5 ($9,470 - $11,842/month).

Discussion ensued.

**Action**: A motion to classify one new position within the Information Technology Services Department as Coordinator, Information Systems was made and seconded. Motion passed and was approved by two votes.

4. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility list developed for the Support Services Technician classification in accordance with Education Code Section 45272.

**Action**: A motion to approve the ratification of the open eligibility list developed for the Support Services Technician classification was made and seconded. Motion passed and was approved by two votes.

1. **NEXT MEETING**

The next Personnel Commission regular meeting is scheduled on August 14, 2019 at 2:30 p.m.

J. **ADJOURNMENT**

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 4:23 p.m.