A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Commissioner Paul Scannell recommended hearing agenda item G, *Discuss and Develop Transition Plan for Administrator, Personnel Commission*, in the beginning of the meeting prior to hearing the rest of the agenda items in consideration of all attendees present specifically for agenda item G.

Commissioner Chelsea Bonini accepted the amendment to the agenda.
Action: A motion to approve the June 12, 2019 regular meeting agenda with the amendment was made and seconded. Motion passed and agenda was approved as amended.

C. DISCUSS AND DEVELOP TRANSITION PLAN FOR ADMINISTRATOR, PERSONNEL COMMISSION
Commissioner Bonini opened the floor for discussion to develop a transition plan for the Personnel Administrator position.

The following attendees addressed the Commission and expressed their support to change the current reporting structure of the Administrator to the Personnel Commission and serve at dual capacity.

- Lorrie Owens, Information Technology Services Administrator
- Nancy Magee, SMCOE Superintendent of Schools

The following attendees addressed the Commission and expressed their support to keep the current reporting structure of the Administrator to the Personnel Commission.

- Shelène Peterson
- Mark Westerberg, CSEA representative
- Robert Fuertes, CSEA 789 President
- Janell Hampton, Alameda County Office of Education Commissioner
- Laurie Mouton, CSEA 887 President
- Ruth Wallace
- Cameron Lewis

California School Personnel Commissioners Association (CSPCA) Executive Director George Cole addressed the Personnel Commission and presented a thorough description of the responsibilities and significance of the role of a Personnel Director in a Merit System as an independent body and the challenges of Directors serving at dual capacity.

School Personnel Commissioners Association/Northern California (SPCA/NC) President David Koll addressed the Personnel Commission and talked about his experience and challenges as an Executive Director of Personnel in his district. Mr. Koll emphasized that what it all comes down to is trust and that it takes time to develop trust among stakeholders within the organization.

Mr. Koll pointed out that however the Commission would decide regarding the Director’s reporting structure, it is possible to have both efficiency and independence but it has to be what the organization is looking for, it has to be what works for the organization’s culture, and the Commission has to have the right person (as Director) that everyone can support and trust.

Commissioner Bonini proposed to embrace the interim set-up by keeping the current temporary structure in the Personnel Department with Ms. Musso as the interim Personnel Administrator overseeing the department. Ms. Bonini suggested for the Commission to see how the current set-up would work while the Commission keeps a continued discussion and study of how to move forward with the recruitment for the vacant position.
Commissioner Scannell stressed that the Commission needs to make a decision and start the recruitment process for the Personnel Administrator position immediately and that the sooner the Commission makes its decision, the sooner they can start the recruitment process.

Alameda County Office of Education Commissioner Janell Hampton addressed the Commission and echoed Mr. Scannell’s position that a decision needs to be made in order to move forward. She stated that the County Office of Education is not a petri dish and that the Commission does not need six or eight months to experiment on what works and does not work when there are already processes in place in order to make a hire. Ms. Hampton specified that the Commission does not need to be purposefully in interim space while gathering information. When stability is reached, upon hire of a permanent Director, the Commission can gather the data while a permanent Personnel Director is in place.

Ms. Hampton reminded the Commission that it is not their duty to expedite or to create a more easily managed schedule for hiring managers, instead, Commissioners are called to do specific discrete duties. She added that having a dual-hat is not required to create efficiencies but it really depends on the Commission getting the right person who stands on a strong bedrock of processes.

Ms. Hampton pointed out that the question is whether the Personnel Commission has the processes or not. She pointed out that if processes are absent, it is the issue that needs to be addressed. If strong processes are in place but no one is paying attention due to lack of the clout of an executive suite title, then it is another cultural problem. Ms. Hampton stated that one does not need an executive suite title in order for every invested party in the County Office of Education to do what is required.

California State Employees Association (CSEA) representative Mark Westerberg spoke on behalf of the CSEA bargaining units and acknowledged that they have accomplished a lot working together with Ms. Musso. Mr. Westerberg also recognized the challenges presented with the uncertainty and the lack of clarity of the delineation in roles in certain areas such as disciplinary issues, reclassifications, and conflicts between contract language and Merit Rules. Mr. Westerberg pointed out that postponing in making the decision without clarity in Ms. Musso’s roles will only continue to pose challenges to parties involved.

Discussion ensued.

Commissioner Bonini summarized the Commission’s directive requesting for more information regarding the process in recruiting a new Personnel Administrator who will either continue serving at its current reporting capacity or having a new Personnel Administrator serving at dual capacity no later than July 10, 2019 at the next Personnel Commission meeting.

The Personnel Commission took a short break and closed the public meeting at 3:55 p.m.

D. APPROVAL OF MEETING MINUTES #550 – May 8, 2019

The Personnel Commission reconvened and re-opened the public meeting at 4:03 p.m. with Commissioners Bonini and Coffey in attendance.

Commissioner Bonini informed the public that Commissioner Scannell had to excuse himself to attend to an appointment.
Commissioner Bonini proceeded to hear the next agenda item and presented the May 8, 2019 meeting minutes.

**Action:** A motion to approve the May 8, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted by two votes.

**E. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS**
None to report.

**F. PUBLIC/EMPLOYEE COMMUNICATIONS**
None to report.

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

   Human Resources Analyst Eric SooHoo presented a quick update on Personnel Services Department recruitment. Mr. SooHoo emphasized that Personnel had no outstanding recruitment other than what was presented in the staffing report.

2. **Personnel Administrator’s Report**

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

   Ms. Musso confirmed that all Personnel Commission matters have been presented on the agenda.

**H. ACTION ITEMS**
1. **New Position Classification – Behavior Intervention Specialist**

   Personnel Commission action is requested to classify one new position within the Student Services Department as *Behavior Intervention Specialist* at CSEA 158 salary range 42 ($45.82 - $55.68) and adopt the classification description as submitted.

   Ms. Lori Musso provided a thorough background about the *Behavior Intervention Specialist* position and requested for the Commission to approve staff recommendations pending CSEA representative Mark Westerberg’s review.

   Discussion ensued.

   **Action:** A motion to approve staff recommendations to classify one new position within the Student Services Department as *Behavior Intervention Specialist* at CSEA 158 salary range 42 ($45.82 - $55.68) pending CSEA representative Mark Westerberg’s review was made and seconded. Motion passed and was approved by two votes.

2. **Personnel Commission Budget 2019-2020 (Public Hearing)**

   Personnel Commission action is requested to adopt the budget proposal for the Personnel Commission Services Department for fiscal year 2019-2020.

Discussion ensued.

Commissioner Bonini opened the public hearing and welcomed comments from the public regarding the Personnel Commission Budget for fiscal year 2019-2020.

There were no comments from the public.

Commissioner Bonini closed the public hearing.

**Action:** A motion to adopt the Personnel Commission Budget for fiscal year 2019-2020 was made and seconded. Motion passed and was approved by two votes.

3. **Personnel Commission Meeting Calendar 2019-2020**

Personnel Commission action is requested to approve the proposed meeting dates for fiscal year 2019-2020.

Ms. Lori Musso proposed some changes in the meeting calendar in order to avoid future conflicts with SMCOE scheduled events. In anticipation of a short work month in December, Ms. Musso proposed to have a late November meeting moving it from the second to the third Wednesday of November and cancel the December meeting.

**Action:** A motion to approve the proposed meeting dates for fiscal year 2019-2020 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 lists developed for the Credentials Analyst, Administrative Assistant I – Bilingual, School Bus Driver, and Executive Assistant II – Confidential classifications in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility lists developed for the Credentials Analyst, Administrative Assistant I – Bilingual, School Bus Driver, and Executive Assistant II – Confidential classifications was made and seconded. Motion passed and was approved by two votes.

I. **NEXT MEETING**

The next Personnel Commission regular meeting is scheduled on July 10, 2019 at 2:30 p.m.

J. **ADJOURNMENT**

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