A. **CALL TO ORDER – 1:00 p.m.**

B. **APPROVAL OF AGENDA**

**Action:** A motion to approve the May 8, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

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

Commissioner Chelsea Bonini opened the floor for public comments regarding closed session items.

Superintendent Nancy Magee addressed the Commission and expressed her appreciation for the Personnel Commission staff and her full support of the Merit System and the Personnel Commission. She acknowledged the importance of following the rules and in the efficiency of meeting the needs of SMCOE’s student programs. Ms. Magee advocates for the Commission to consider all options and emphasized that she will be supportive of any outcome the Commission will decide going forward.

San Mateo County Office of Education (SMCOE) Board President Hector Camacho addressed the Personnel Commission and reiterated the Board of Education’s position in support of the Merit System. Mr. Camacho acknowledged the work of the Personnel Commission and its support to
the classified employees. On behalf of the Board of Education, Mr. Camacho expressed his gratitude and his support to the Personnel Commission.

Information Technology Services Administrator Lorrie Owens addressed the Personnel Commission and encouraged the Commission to consider the possibility of a two-hatter system.

D. CLOSED SESSION
   (1) Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)

   (2) Public Employee Appointment (Govt. Code § 54957
       Title: Interim Personnel Administrator

The Commission adjourned the meeting and moved into closed session at 1:07 p.m.

E. RECONVENE IN OPEN SESSION
The Commission reconvened and reopened the meeting to the public at 1:25 p.m.

Commissioner Bonini announced that the Personnel Commission had taken action to accept the resignation of Franklin Felizardo from his position as Administrator – Personnel Commission Services and will be on administrative leave effective immediately until June 30, 2019.

Ms. Bonini reported that the Commission had taken action to appoint Lori Musso, Associate Superintendent of Human Resources/Teacher & Administrator Development (HR/TAD), as interim Personnel Administrator until the Commission makes a decision on how to proceed on filling the vacant position.

F. APPROVAL OF MEETING MINUTES #549 – April 10, 2019

Action: A motion to approve the April 10, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

G. 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.

California State Employees Association (CSEA) 887 President Lauriene Mouton addressed the Commission and posed the question of how the Commission is going to proceed in replacing Franklin Felizardo.

Commissioner Bonini presented the option of going through the recruitment process in filling the vacancy of the Personnel Administrator position and the option of having a Personnel Administrator serving at dual capacity. Ms. Bonini mentioned about other districts having Personnel Directors serving at dual capacity and acknowledged the benefits as well as issues that come with the position.

Ms. Bonini also acknowledged the resources available to the Commission specifically the California School Personnel Commissioners Association (CSPCA). Ms. Bonini mentioned that its
local chapter, School Personnel Commissioners Association/Northern California (SPCA/NC),
already reached out to her and offered its support to the Commission.

Commissioner Paul Scannell posed the question of why should the Commission change the
system of the Personnel Administrator’s professional capacity and responsibilities when the
Personnel Commission had in place for many years a Personnel Director appointed by the
Commission separate from the rest of SMCOE administration. Mr. Scannell questioned why
change the structure now and asked who are in favor of the change.

Ms. Owens responded that she is in favor of the change mainly for the reason that the current
structure has not been successful relative to her experience as a hiring manager. She urged the
Commission to consider the possibility of the change.

Discussion ensued.

Associate Superintendent of HR/TAD Lori Musso addressed the Commission and reported that
she reached out to other HR leaders from various County Offices and School Districts in
California. She gathered that there are fifteen (15) County Offices that are Merit Districts and
seventy percent (70%) of her counterparts are serving at dual capacity who typically would
oversee one Certificated Director and one Classified Director.

Ms. Musso identified the duties and responsibilities of an administrator in her position serving at
dual capacity based on her inquiry. She thanked the Commission for entrusting her with her new
responsibilities and expressed her commitment and full support to the Merit System.

Discussion ensued.

CSEA 887 President Lauriene Mouton expressed her appreciation for Ms. Musso and her work.
Ms. Mouton also stated that the Merit System has been in place for years as long as she can
remember working at SMCOE. She emphasized that the Merit System holds a level of protection
for the classified employees and expressed her concerns about changing the current reporting
structure for the Personnel Administrator position.

Ms. Mouton reminded the Commission that the same change was proposed, which the
Commission denied at that time, upon the retirement of the former Personnel Director, Mr. Glenn
Siegel. She declared that to have an Administrator who will have to answer to the administration
that pays fifty (50) percent of his/her salary, the position will not be independent and free to make
decisions that needed to be made.

Ms. Mouton specified that she does not see any reason for changing the current reporting structure
that has its independence and security just because Mr. Franklin Felizardo left his post.

Superintendent Magee reiterated her position, as County Superintendent, that the goal is to be one
SMCOE and one organization that works towards the same goals and support all employees. She
hopes that the Commission will explore the process and evaluate it effectively for whatever
structure that will be decided in the end. Ms. Magee emphasized her complete support and
commitment to the Merit System one more time. She pointed out that administration is trying to
work for all of SMCOE to be less divided and be more aligned going forward. Ms. Magee
expressed that SMCOE can follow the rules, be more efficient, and serve kids, which is ultimately what the organization is here to do.

Ms. Bonini echoed Superintendent Magee’s position regarding the importance of efficiency. She argued that the Merit System will always exist no matter how it is governed or how it is structured and reminded everyone that the only way for the Merit System to go away is if the Union membership would decide and vote to get rid of it.

Commissioner Scannell pointed out that efficiency has nothing to do with the appointing body of the Personnel Director. The reporting structure of the position, whoever appoints the position, will neither change the efficiency of the individual who fills the position nor the efficiencies of the system. Mr. Scannell clarified that the issue at hand is really about doing away with the Merit System, a discussion he is happy to have. He stressed that appointing a Personnel Administrator serving at a dual capacity will not make the Merit System more efficient.

Discussion ensued.

Commissioner Scannell requested to include the agenda item in the next meeting and continue the discussion in order to provide other stakeholders a chance to address the Commission and speak about their positions on the matter. Mr. Scannell added that he would also want to hear how this new system, supported by the administration, would make the Merit System be more efficient.

Commissioner Bonini requested Ms. Musso to provide additional information about the recruitment process in order to fill the vacancy for the Personnel Administrator position.

H. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
Superintendent Nancy Magee addressed the Personnel Commission and provided an update from SMCOE Board of Education and Superintendent’s office.

Superintendent Magee reported about the SMCOE Employee Recognition Event for certificated employees scheduled on May 8, 2019 and for the classified employees scheduled on May 15, 2019. The event will honor retirees and employees for their years of service at SMCOE.

Board President Hector Camacho thanked the Personnel Commission for its service and expressed his gratitude for the robust conversations and the public engagement that transpired at the Commission meetings.

I. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

J. 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 Manager–Network Services and Support Services Technician positions. Personnel Department has open recruitment until filled for five positions: Substitute Paraeducator-Special Education,

Written examinations are scheduled for the School Bus Driver and Executive Assistant II positions in the following week. Oral board interviews for the Administrative Assistant I – Bilingual will be scheduled at a later date.

Mr. SooHoo concluded that certification lists for the IT Project/Operations Analyst, Administrator – District Business Services, Student Services Specialist, Naturalist, and Senior Naturalist positions have been created and ready for the Personnel Commission to ratify.

2. Personnel Administrator’s Report

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

Ms. Musso acknowledged the Personnel staff and the Union leaders for the support they provided Ms. Musso in her transition to her new role.

Ms. Musso reached out to all department partners and requested to let the department know of their needs to make sure that everything is addressed and things get done timely.


Ms. Lori Musso presented to the Commission the Personnel department budget proposal for fiscal year 2019-2020.

Discussion ensued.

Mr. Scannell requested for Ms. Musso to provide a budget comparison reflecting the current year’s budget and the 2019-2020 budget proposal in the next Commission meeting.

Ms. Bonini requested for Ms. Musso to look at appropriations for budget code 5800 – Professional/Consultant Services & Operations and check if funds will be sufficient enough for anticipated expenses.

4. Personnel Commission Meeting Calendar 2019-2020

The Personnel Commission is requested to review the proposed meeting dates for fiscal year 2019-2020 meeting calendar.

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.
In anticipation of SMCOE Employee Recognition Event in May, Ms. Musso also proposed to move the regular meeting to May 20, 2020.

There were no further questions regarding the calendar schedule from the Commission. The Personnel Commission meeting calendar for fiscal year 2019-2020 will be presented again in the next Personnel Commission meeting for approval.

K. ACTION ITEMS

1. Approval of Eligibility Lists

   Personnel Commission action is requested to ratify the open eligibility lists developed for the IT Project/Operations Analyst, Administrator – District Business Services, Student Services Specialist, Senior Naturalist and Naturalist classifications in accordance with Education Code Section 45272.

   **Action:** A motion to approve the ratification of the open eligibility lists developed for the IT Project/Operations Analyst, Administrator – District Business Services, Student Services Specialist, Senior Naturalist and Naturalist classifications was made and seconded. Motion passed and was unanimously approved.

L. NEXT MEETING

   The next Personnel Commission regular meeting is scheduled on June 12, 2019 at 2:30 p.m.

M. ADJOURNMENT

   Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 2:08 p.m.