A. CALL TO ORDER – 2:32 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the August 12, 2020 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye  
Coffey - Aye  
Palmer - Aye

C. APPROVAL OF MEETING MINUTES #568, #569, #570

1. July 8, 2020 Regular Meeting Minutes
2. July 13, 2020 Special Meeting Minutes
3. July 20, 2020 Special Meeting Minutes
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 welcomed the Commission’s new Executive Director, Karen White, and acknowledged the long and arduous process that the Personnel Commission diligently went through in the recruitment. Ms. Magee also thanked Mr. Philip J. Gordillo for taking on the job as the Interim Executive Director and lending SMCOE his expertise as well as guiding the department to keep business going during his tenure.

Superintendent Magee discussed the current update on new COVID-19 cases rising all over the state of California. It has disrupted all school opening plans in the fall. With San Mateo County added to the state’s watch list, San Mateo school districts have shifted back to distance learning. Ms. Magee stated that the current situation has significantly impacted SMCOE programs. After deliberate collaboration and study analysis, the Outdoor Education program will be put on pause for the entire school year. Notifications of lay-offs were sent out to the Naturalist positions that were affected by the temporary closure of the program. Plans on retooling the Outdoor Education program during the year have been established ready to re-launch in 2021.

Superintendent Magee reported that SMCOE is working with internal experts in revamping curriculum around Outdoor Education sustainability, Environmental Literacy, Career & Technical Education, and Safe & Supportive Schools. Construction and remodeling plans will be instituted this year for the San Francisco YMCA Camp located at Jones Gulch.

Ms. Magee also announced that the E-22 Special Education program had a much more significant impact due to the current shift of parents’ interests opting to full distance learning for students. Lay-off notices were sent to fifty-two (52) Paraeducators for lack of work, which will be implemented in October. Ms. Magee acknowledged the hardship that the lay-offs will cause to all affected employees especially considering the work that they do and the years of service they endowed to the organization.

Superintendent Magee concluded her report by acknowledging Associate Superintendent Lori Musso and Deputy Superintendent Jeneé Littrell for their work in making the lay-off process as respectful, empathetic, and kind to the affected employees given the harsh reality of the lay-offs.
E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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

Human Resources Analyst Eric SooHoo presented to the Personnel Commission his monthly update on classified recruitment.

Mr. SooHoo reported that Personnel Commission Services has open recruitment for the Behavior Intervention Specialist position. Preparations have been made for written examinations for the Project Specialist-Early Learning Support Services, Educational Data Analyst, and Computer/Network Technician positions. Certification lists were created for the Executive Director-Personnel Commission Services and Executive Assistant positions ready for the Commission to ratify.

2. Personnel Executive Director’s Report

Personnel Executive Director Karen D. White addressed the Personnel Commission and expressed her gratitude for being chosen as the new Executive Director given the long recruitment process in finding the right candidate.

Ms. White looks forward to working with everyone at the County Office and acknowledged the challenges everybody faces during the COVID-19 pandemic. With the new norm in the recruitment process, Ms. White stated that Personnel Commission will be looking at other ways on meeting these challenges. She mentioned that new processes will be implemented and will continue to be changing. She asked everyone to be very patient and flexible as the department moves forward to implementing these changes.

Ms. White stated that she will be looking into having a clearer communication about the human resources functions that used to be handled by Personnel Commission Services and were relinquished over to Human Resources. She will also be looking into updating the Merit Rules & Regulations to make sure it reflects these changes.

Ms. White closed her report by emphasizing that even though more changes in the Personnel Commission department’s process will be implemented, she is flexible and is always looking into making the process better.

G. ACTION ITEMS
1. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the Executive Director-Personnel Commission Services and Executive Assistant classifications in accordance with Education Code Section 45272.
**Action:** A motion to approve the ratification of the open eligibility list developed for the *Executive Director-Personnel Commission Services* and *Executive Assistant* classifications in accordance with Education Code Section 45272 was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

- Bonini - Aye
- Coffey - Aye
- Palmer - Aye

**H. NEXT MEETING**
The next Personnel Commission meeting is scheduled on September 9, 2020 at 2:30 p.m.

**I. ADJOURNMENT**
Having no further business, Commissioner Palmer adjourned the meeting at 2:57 p.m.

Respectfully Submitted By:

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Karen D. White
Ex-Officio Secretary to the Personnel Commission