A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Personnel Commissioner Paul Scannell referred to Interim Administrator, Personnel Commission Services Philip J. Gordillo for a possible change in the February 12, 2020 meeting agenda.

Mr. Gordillo addressed the Commission and requested to table the Public Hearing under agenda item G until the next Personnel Commission meeting as requested by the petitioner due to illness.

Action: A motion to approve the February 12, 2020 regular meeting agenda with the amendment was made and seconded. Motion passed and agenda was approved as amended.

C. APPROVAL OF MEETING MINUTES #560 – January 8, 2020

Action: A motion to approve the January 8, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

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 expressed to the Commission that she looks forward to hiring a new Personnel Administrator.

Superintendent Magee reported that SMCOE is participating in a grant supporting classified employees to obtain a teaching credential through the California Classified School Employee Teacher Credentialing Program (CCSETC). This was a pilot career ladder program initially funded by the California Governor’s Office to help classified employees get into a teacher preparation program. A study showed that the program proved to be highly effective and additional funding was added to the program this year. Five programs are from across the State of California. Four of which are run by County Offices with SMCOE as one of the four.

Associate Superintendent of Human Resources/Teacher & Administrator Development Lori Musso addressed the Personnel Commission and explained the process on getting into the teacher credentialing program and its success through the years since it initially started. Ms. Musso conveyed that the grant program received an overwhelming number of participants throughout the County including a large number of Paraeducators. Eighteen participants are currently in the classroom.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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

   Eric SooHoo, Human Resources, provided the Commission an update on recruitment.

   Mr. SooHoo reported that Personnel Department has open recruitment for the Audio/Visual Support Technician, Senior Network Analyst, Information Technology Analyst positions and open recruitment until filled for the Paraeducator-Special Education, Itinerant Paraeducator-Special Education, and Substitute Paraeducator-Special Education positions. Personnel staff does not anticipate written examinations coming up soon until at least after the closing dates of the current open recruitments.

   Mr. SooHoo concluded that staff recertified current lists for the Administrative Assistant III and Administrative Assistant I positions. The following eligibility lists were presented for the Commission to ratify:

   • Coordinator, Child Care Partnership Council (50%)
   • Support Services Technician
   • Coordinator, Early Learning Quality Improvement
   • Administrator, Personnel Commission Services
   • Student Services Specialist
   • Senior Information Technology Analyst
   • Green Facilities and Operations Analyst
   • School Administrative Assistant I-50%
   • Payroll Specialist
   • Coordinator, Information Systems
2. **Personnel Administrator’s Report**

Philip J. Gordillo, Interim Personnel Administrator, addressed the Personnel Commission and provided an update on current activities of the department.

Mr. Gordillo informed the Commission that he will be reducing his work hours at the Personnel Office to three days per week scheduled on Tuesdays, Wednesdays, and Thursdays. This update was communicated to all stakeholders through email. Mr. Gordillo intends to continue checking in with staff and perform his work remotely on days when he is out of the office.

Mr. Gordillo reported about his conversation with senior administration leaders including Deputy Superintendent Denise Porterfield, Administrator of Internal Business Services Margie Gustafson, and Associate Superintendent Lori Musso regarding office processes. In order to address questions regarding recruitment timelines when changes are made to relevant dates pertaining to the recruitment, Personnel will start adding a disclosure statement in the bottom of each position announcement that states: *Examination procedures subject to change as deemed necessary by the Administrator, Personnel Commission Services*. Mr. Gordillo will start meeting with this team for a fifteen-minute weekly check-in since most recruitments are currently within the Business Division under Ms. Porterfield.

Mr. Gordillo announced that the oral board interviews for the *Administrator, Personnel Commission Services* position are scheduled on the following day, February 13, 2020. The interviews will consist of two panels: the Technical and General Fitness panels. The final interviews with the Personnel Commission during its special meeting are scheduled on Tuesday, February 25, 2020. Mr. Gordillo reminded everyone of the upcoming Personnel Commission transition with outgoing Commissioner Paul Scannell stepping down for his retirement and incoming Commissioner Veronica Palmer coming on board as his replacement. Mr. Gordillo posed the question on how the Commission would include Ms. Palmer in the selection process for the final interviews and how the Commission would solicit the Superintendent’s input regarding her scheduled conversation with the potential candidate.

Discussion ensued.

Commissioner Chelsea Bonini suggested inviting incoming Commissioner Palmer to join the Personnel Commission during closed session for the Personnel Administrator final interviews. Ms. Bonini also proposed providing Superintendent Magee recruitment materials and a chance to meet with finalists before the Commission makes its hiring decision.

Discussion ensued.

Commissioner Bonini thanked Ms. Palmer for committing to be available for the February 25, 2020 special meeting and for planning on attending the 2020 California School Personnel Commissioners Association Annual Conference in San Francisco in the following week.

Mr. Gordillo discussed the transition plan for the new Personnel Administrator once a hire is made and expressed that he will continue to make himself available to support the Personnel Commission.
Mr. Gordillo concluded his report by thanking the Personnel Office for the success of Commissioner Paul Scannell’s retirement celebration and for coordinating the event.

Mr. Gordillo and the Commission especially acknowledged the work and assistance of Facilities Personnel during the entire event.

G. PUBLIC HEARING

The public hearing for the Protest Appeal: Green Facilities & Operations Analyst Oral Panel Examination has been tabled until the next Personnel Commission meeting scheduled on March 11, 2020 as requested by the petitioner due to illness.

H. ACTION ITEMS

1. Professional Expert – RO Health Staffing Agency
   Personnel Commission action is requested to approve the use of a professional expert on contract from RO Health Staffing Agency to provide behavior intervention services to SMCOE’s special needs students in lieu of the vacant Behavior Intervention Specialist position under salary range 42 of the CSEA #158 salary schedule.

   Mr. Philip J. Gordillo presented the agenda item and provided the Commission a background of the Behavior Intervention Specialist position.

   **Action**: A motion to approve the use of a professional expert on contract from RO Health Staffing Agency in lieu of the vacant Behavior Intervention Specialist position under salary range 42 of the CSEA #158 salary schedule was made and seconded. Motion passed and was unanimously approved.

   Discussion ensued.

2. Approval of Eligibility Lists

   Personnel Commission action is requested to ratify the open eligibility lists developed for the following classifications in accordance with Education Code Section 45272:

   - Coordinator, Child Care Partnership Council (50%)
   - Support Services Technician
   - Coordinator, Early Learning Quality Improvement
   - Administrator, Personnel Commission Services
   - Student Services Specialist
   - Senior Information Technology Analyst
   - Green Facilities and Operations Analyst
   - School Administrative Assistant I-50%
   - Payroll Specialist
   - Coordinator, Information Systems

   **Action**: A motion to approve the ratification of the open eligibility lists presented was made and seconded. Motion passed and was unanimously approved.
I. **NEXT MEETING**  
The next Personnel Commission special meeting is scheduled on February 25, 2020 at 8:30 a.m.

J. **ADJOURNMENT**  
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:02 p.m.

Respectfully Submitted By:

[Signature]

Philip J. Gordillo  
Ex-Officio Secretary to the Personnel Commission