SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES
Meeting #563
March 11, 2020 – 2:30 p.m.

Commission Members Present: Chelsea Bonini, Commissioner
Christine Coffey, Commissioner
Veronica Palmer, Commissioner

Commission Staff Present: Philip J. Gordillo
Lycette Kintanar
Eric SooHoo

Others Present: Nancy Magee, Superintendent

Terri Aiello Jennifer Frentress Denise Porterfield
Ellen Arenas Robert Fuertes Charlene Reimche
Karen Breslow Margie Gustafson Alma Sandoval
Marilyn Cañadas Elaine Ho Dalma Sato
Donna Cervelli Amanda Lee Claudia Schwartz
Hari Chand Jeneè Littrell Thomas Sheldon
Jean Corpuz Richard Maldonado Elvira Tapia
Francesca D’Amato Cindy Matsuyama May Tran
Kirsten Ellinger Christian Morales-Aponte Loriann Villanis
Eileen Ffrench Lauriene Mouton Ruth Wallace
Lilian Flores Lori Musso Karen Williams
Lukas Frei Shelène Peterson

A. CALL TO ORDER – 2:35 p.m.

B. PERSONNEL COMMISSION RE-ORGANIZATION
1. Personnel Commission Appointment Announcement

Commissioner Chelsea Bonini opened the public meeting and welcomed Ms. Veronica Palmer as new Commissioner.

2. Oath of Office

Ms. Bonini administered Ms. Palmer’s oath of office to commence her first day as Personnel Commissioner.

3. Election of Officers

Personnel Commission action is requested to elect a Chairperson and a Vice-Chairperson in accordance with Merit System Rule 20.3 to serve a one-year term until their successors are duly elected.
Commissioner Bonini opened the floor for nomination for Personnel Commission Chairperson.

**Action:** A motion to elect Commissioner Veronica Palmer as Personnel Commission Chairperson was made and seconded. Motion passed and unanimously approved.

Commissioner Bonini opened the floor for nomination for Personnel Commission Vice-Chairperson.

**Action:** A motion to elect Commissioner Christine Coffey as Personnel Commission Vice-Chairperson was made and seconded. Motion passed and unanimously approved.

Newly elected Personnel Commission Chairperson Veronica Palmer took over the floor and presided the public meeting.

C. APPROVAL OF AGENDA

**Action:** A motion to approve the March 11, 2020 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

D. APPROVAL OF MEETING MINUTES #561 & #562 – February 12 & February 25, 2020

**Action:** A motion to approve February 12, 2020 regular meeting minutes and the February 25, 2020 special meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

E. 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 her appreciation for the Commission’s effort in filling the Personnel Administrator position and for including her in the process.

Superintendent Magee provided an update regarding the necessary protocols put in place within SMCOE in collaboration with the San Mateo County Health Office in response to COVID-19. The Superintendent’s office is working very closely with San Mateo County Health Officer Dr. Scott Morrow, M.D. in putting together health guidance in San Mateo schools.

Superintendent Magee has been consistently meeting with all County employees providing staff with constant update and reminders to exercise proper hygiene, stay at home when sick, and practice social distancing. Workshops, seminars, and other gatherings considered non-essential activities expecting to draw large crowds have been cancelled.

Superintendent Magee concluded her report emphasizing that the County Office is treating the situation as business as usual and that the office remains open until advised otherwise by the San Mateo County Health Office.
F. **PUBLIC/EMPLOYEE COMMUNICATIONS**

California School Employees Association (CSEA) Chapter #887 Secretary Shelène Peterson addressed the Personnel Commission regarding agenda action items H1 & H2 about the revisions of the classified Administrator positions job descriptions. Ms. Peterson questioned if the changes requested fall under re-classifications and why changes are done ahead of the classification study. Ms. Peterson inquired about the expected timeline of the classification study.

Ms. Peterson communicated to the Commission an issue of unrest among Administrative Assistants in the Instructional Services Division (ISD) since Executive Assistant Edna Letran left the division. She reported some concerns about the Executive Assistant duties being distributed among the rest of the Administrative Assistants in the division regardless of level.

CSEA Chapter #887 Member Ruth Wallace addressed the Commission regarding agenda action items H1 & H2 about revisions of classified Administrator positions job descriptions. Ms. Wallace asked if such positions would require Executive Assistant support.

CSEA Chapter #887 Member Christian Morales-Aponte addressed the Commission and expressed his concerns regarding the lack of an Executive Assistant in the Instructional Services Division. He echoed the same concerns previously expressed by Ms. Peterson for the Administrative Assistants in the division.

Discussion ensued.

G. **INFORMATION ITEMS**

4. **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 *Senior Network Analyst, Network Engineer,* and *Executive Director-Personnel Commission Services.* Written examinations are scheduled for the *Information Technology Analyst* on Thursday, March 19, 2020. Oral board examinations are scheduled for the *Audio/Visual Support Technician* on Tuesday, March 17, 2020, *Bilingual Family Counselor* on Monday, March 23, 2020, Project Specialist - *Tobacco Use Prevention Education (TUPE)* on Tuesday, March 24, 2020, and *Executive Director-Personnel Commission Services* on Friday, April 17, 2020.

Mr. SooHoo concluded that staff recertified current list for the *School Administrative Assistant I* position and certification list was completed for the *Coordinator-Internal Business Services* position ready for the Commission to ratify.

5. **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 reported to the Commission about the Administrator-Personnel Commission Services recruitment. He reminded the Commission that he is currently reporting to work two days per week scheduled on Tuesdays and Thursdays. He would be available by phone and communicating with staff on the other three days that he is out of the office.
Mr. Gordillo informed the Commission that managers had raised questions regarding employee attendance in Personnel Commission meetings. It was brought to his attention that staff be reminded to inform their managers and ask for permission before attending the Personnel Commission meeting for managers to arrange for desk coverage.

CSEA Chapter #887 President Lauriene Mouton addressed the Personnel Commission and responded to the question raised by managers regarding employee attendance in Personnel Commission meetings. Ms. Mouton emphasized that, based on past practice, employees have been guaranteed the right to attend Commission meetings. Employees are advised to inform their managers but they do not need permission to attend Commission meetings.

Discussion ensued.

Commissioner Bonini requested Mr. Gordillo to do further research on the issue and the scope of Government Code 54953.

H. ACTION ITEMS

1. Revision of Classified Job Description from Administrator, Personnel Commission Services to Executive Director, Personnel Commission Services

Personnel Commission action is requested to approve the revised job description for the Administrator, Personnel Commission changing the position title to Executive Director, Personnel Commission Services effective March 12, 2020.

Mr. Philip J. Gordillo presented the agenda item and provided the Commission the background and rationale for the change.

Discussion ensued.

Action: A motion to approve the revised job description for the Administrator, Personnel Commission changing the position title to Executive Director, Personnel Commission Services effective March 12, 2020 was made and seconded. Motion passed and was unanimously approved.

2. Revision of Classified Job Descriptions

Personnel Commission action is requested to approve the revised job descriptions for all classified Administrator positions changing specific position titles effective July 1, 2020:

   a. Administrator, District Business Services to Executive Director, District Business Services
   b. Administrator, Early Learning Support Services to Executive Director, Early Learning Support Services
   c. Administrator, Information Technology Services to Chief Technology Officer
   d. Administrator, Internal Business Services to Executive Director, Internal Business Services
e. Administrator, Strategy & Communications to Executive Director, Strategy & Communications

Mr. Philip J. Gordillo presented the agenda item and provided the Commission the background and rationale for the changes.

Discussion ensued.

The following employees addressed the Commission and posed questions to the Commission regarding the job title revisions:

- CSEA Chapter #887 President Lauriene Mouton
- Administrative Assistant II Ruth Wallace
- Financial Analyst Francesca D’Amato
- Administrative Assistant III Lilian Flores

Discussion ensued.

**Action:** A motion to approve the revised job descriptions for all classified Administrator positions changing specific position titles effective July 1, 2020 was made and seconded. Motion passed and was unanimously approved.

3. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility lists developed for the Coordinator, Internal Business Services classification in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility list developed for the Coordinator, Internal Business Services classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and was unanimously approved.

I. **PUBLIC HEARING**

1. **Call to Order**

Commissioner Veronica Palmer called the public hearing for the Protest Appeal: Green Facilities & Operations Analyst Oral Panel Examination to order.

2. **Reading of Hearing Notice and Statement of Purpose**

Commissioner Palmer read the Hearing Notice and Statement of Purpose stating that the purpose of the hearing is for the Personnel Commission to hear testimony and take action relating to a protest filed with the Personnel Commission Services office regarding the oral panel examination results for the position of Green Facilities & Operations Analyst recruitment.
3. **Public Hearing Procedure and Guidelines**

Commissioner Palmer reiterated the procedure and guidelines in conducting the public hearing.

4. **Staff Presentation**

Mr. Gordillo addressed the Commission and presented his findings in his investigation in response to the protest filed on January 20, 2020 against the *Green Facilities & Operations Analyst Oral Panel Examination*. Mr. Gordillo recommended that the Commission deny the protest appeal regarding the oral panel examination for the position of *Green Facilities & Operations Analyst*.

Discussion ensued.

5. **Appellant’s Presentation**

Administrative Assistant II Ruth Wallace addressed the Personnel Commission and presented her appeal for her protest against the *Green Facilities & Operations Analyst Oral Panel Examination*.

Discussion ensued.

6. **Public Testimony & Comments Regarding the Appeal**

Commissioner Palmer opened the floor for public testimony regarding the appeal. The following individuals addressed the Personnel Commission:

- Ms. Lauriene Mouton read written testimony on behalf of anonymous authors in support of Ms. Wallace.
- Ms. Shelene Peterson provided her testimony in support of Ms. Wallace.
- Administrator, Internal Business Services Margie Gustafson provided her testimony in support of Ms. Wallace.

Discussion ensued.

7. **Questions & Answers**

Commissioner Palmer opened the floor for further questions and testimony from speakers and staff.

Discussion ensued.

8. **Personnel Commission Discussion/Action**

Having no further testimony from the floor, Commissioner Palmer closed the public testimony for the public hearing.

Commissioner Palmer opened the floor for discussion with Commissioners Chelsea Bonini and Christine Coffey.
Discussion ensued.

**Action:** A motion to deny the protest appeal for the position of Green Facilities & Operations Analyst Oral Panel Examination as per Merit Rule 50.3 and uphold the Interim Administrator, Personnel Commission Services Philip Gordillo’s decision to deny the initial protest was made and seconded. Motion passed and unanimously approved.

Commissioner Palmer concluded that the decision of the Personnel Commission on the matter is final and binding on all parties.

9. **Close Public Hearing**

Commissioner Palmer closed the public hearing.

**J. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)**
None to report.

**K. CLOSED SESSION**
(1) Public Employment (Govt. Code § 54957)
   Title: Executive Director, Personnel Commission Services

   The Commission adjourned the meeting and moved into closed session at 4:08 p.m.

**L. RECONVENE IN OPEN SESSION**
The Commission reconvened and reopened the meeting to the public at 4:26 p.m.

Commissioner Palmer announced that the Personnel Commission had nothing to report.

**M. NEXT MEETING**
The next Personnel Commission meeting is scheduled on April 8, 2020 at 2:30 p.m.

**N. ADJOURNMENT**
Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:27 p.m.

Respectfully Submitted By:

[Signature]

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