A. CALL TO ORDER – 2:33 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the October 14, 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 #572

Action: A motion to approve the September 9, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer – Aye
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 reported on the status of the San Mateo County schools re-opening plan and return to in-person learning. SMCOE have received waiver applications from TK-6 grade schools across the county to get approval from the California Department of Public Health to return to in-person learning. Thirty-five (35) school districts received waiver approval notifications from the County Office to return to in-person learning.

Superintendent Magee stated that San Mateo County has stayed and maintained within the red tier for a period of fourteen (14) days. As of October 6, 2020, San Mateo schools have been approved by the County Health Department and California Department of Public Health to return to in-person learning following the four pillars of health and safety with contact testing and tracing protocols in place. SMCOE staff is reviewing school district plans to return to in-person learning. Some schools are setting the months of November, December, and January as target dates for schools to re-open to in-person learning.

Ms. Magee reported that SMCOE has signed a contract with Curative testing company, who will be providing COVID-19 surveillance testing for San Mateo County program school staff. Testing services will also be available to all 23 San Mateo County school districts if districts decide to enter into an agreement with Curative.

Superintendent Magee announced that SMCOE’s target date to return to in-person learning in a hybrid model is November 16, 2020 following the four pillars. SMCOE staff, administrators, and districts are all getting ready for the re-opening date. Due to the anticipated re-opening for the in-person learning, twenty-six (26) Paraeducators will be recalled from lay-off.

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 Administrative Assistant II position. Written Examinations were administered for the Coordinator-Early Learning Quality & Inclusion position on October 13, 2020. Written examinations are scheduled for the Administrative Assistant II position on October 23, 2020 and oral board examinations are scheduled for the Coordinator-Early Learning Quality & Inclusion position on October 20, 2020.

Mr. SooHoo concluded that certification lists for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst positions were created ready for the Personnel Commission to ratify.
2. Personnel Executive Director’s Report

Personnel Commission Services Executive Director Karen D. White addressed the Personnel Commission and provided an update on current activities of the department.

Ms. White provided a follow-up report on the Personnel Commission Services staff workplace accommodations that was discussed at the September 2020 Personnel Commission meeting.

Ms. White reported that Superintendent Nancy Magee provided three possible options for Personnel Commission Services staff to move into. She is working closely with Ms. Magee regarding the move. Ms. White also met with Deputy Superintendent Denise Porterfield and discussed about the prospective office location. Ms. Porterfield’s office is still working on the necessary permit requirements to get the location ready.

Ms. White announced that she is working on putting together an advisory committee to review and work on revising the Merit System Rules.

Ms. White informed the Personnel Commission that there will be a delay on the Personnel Commission appointment for the Board appointee.

Discussion ensued.

Commissioner Chelsea Bonini thanked Ms. White for putting together the Merit System advisory committee and congratulated her for having been recently elected as Director At-Large of the School Personnel Commissioners Association/Northern California (SPCA/NC).

Commissioner Christine Coffey congratulated Ms. White for her new role in the SPCA/NC Board.

3. Personnel Commission Services Staff Workplace Accommodations

Agenda item was addressed and discussed by Ms. Karen White in her Personnel Executive Director’s report.

G. ACTION ITEMS

1. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility lists developed for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst 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 November 18, 2020 at 2:30 p.m.

I. ADJOURNMENT
Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 2:50 p.m.

Respectfully Submitted By:

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