CALIFORNIA
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES
Zoom Meeting ID: 961 9461 5572
Meeting #575
January 13, 2021 – 2:30 p.m.

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

Commission Staff Present: Dr. Karen D. White
                                     Lycette Kintanar
                                           Eric SooHoo

Others Present: Nancy Magee, Superintendent

Ellen Arenas  Tami Moore  Wendy Richard
Kathrina Bautista  Christian Morales-Aponte  Luz Roman-Amaro
Donna Cervelli  Lori Musso  Karen Schwarz
Yung-Hui Chien  Lorrie Owens  Alyson Suzuki
Jean Corpuz  Veronica Pantoja  May Tran
Margie Gustafson  Randi Paynter  Loriann Villanis
Diem Hoang  Denise Porterfield  Karen Williams
Ian Johnson  Anna Powell  Jane Yang
Cindy Matsuyama

A. CALL TO ORDER – 2:40 p.m.

B. APPROVAL OF AGENDA
Personnel Commission Chairperson Veronica Palmer opened the meeting and made the following amendments to January 13, 2021, Personnel Commission agenda:

- Change agenda meeting date from January 13, 2020, to January 13, 2021;
- Change Superintendent McGee to Superintendent Magee under Information Items, agenda item F(2).

Action: A motion to adopt January 13, 2021, regular meeting agenda with the recommended corrections was moved and seconded. Motion passed and agenda adopted with corrections.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
C. APPROVAL OF MEETING MINUTES #574
Personnel Commission Chairperson Veronica Palmer made the following amendments to the November 18, 2020, Personnel Commission meeting minutes:

- Change Lori Owens to Lorrie Owens in the attendee's list under Others Present;
- Change Superintendent McGee to Superintendent Magee under Action Items, agenda item G(1).

Action: A motion to approve November 18, 2020, regular meeting minutes with the recommended corrections were moved and seconded. Motion passed and minutes approved with corrections.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
Superintendent Nancy Magee addressed the Personnel Commission and provided an update from the San Mateo County Office (SMCOE) Board of Education and Superintendent's office.

Superintendent Magee reported on the status of San Mateo County schools re-opening plan and return to in-person learning. San Mateo County school programs are scheduled to return to in-person learning on January 19, 2021.

Ms. Magee recognized Director Human Resources Tami Moore for her work in the Human Resources department and facilitated the weekly COVID-19 testing in SMCOE. All SMCOE employees are currently participating in the weekly testing through Curative coronavirus testing.

Superintendent Magee discussed the current status of the distribution of COVID-19 vaccines. Ms. Magee announced that vaccinations are rolled out in stages. Educators are not on the current priority vaccination list.

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 the monthly update on classified recruitment.

Mr. SooHoo reported that Personnel Commission Services has open recruitment for the Personnel Commission Services Specialist position. Oral board examinations were completed for the Financial Analyst position on January 12, 2021. There are no written examinations currently scheduled for this month.
Mr. SooHoo stated that the eligibility list for the *Administrative Assistant II* position was recertified to fill a second vacancy.

2. **Personnel Commission Services Executive Director's Report**

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

Dr. White reported on the status of the Confidential classification positions versus the non-Confidential classification positions as a follow-up on the discussion on the topic at the previous Personnel Commission meeting. Dr. White is working closely with Superintendent Nancy Magee and Associate Superintendent Lori Musso to review suitable outcomes in order to address the issue. She also reported meeting with various representatives of the CSEA bargaining units on January 7, 2021.

Dr. White announced that she was recently awarded a doctorate in Educational Leadership in Social Justice from California State University, East Bay. She thanked SMCOE Board of Trustee Chelsea Bonini for attending her dissertation presentation on December 2, 2020.

Dr. White stated that she had not received any recent update regarding the status of the Personnel Commission staff workplace accommodation.

Commissioners Veronica Palmer and Christine Coffey extended their congratulations to Dr. Karen White for her achievement.

G. **ACTION ITEMS**

1. **Approval of Eligibility Lists**

   Personnel Commission action is requested to ratify the open eligibility lists developed for the *Administrative Assistant II* and *Benefits Analyst* position classifications in accordance with Education Code Section 45272.

   **Action:** A motion to approve the ratification of the open eligibility lists developed for the *Administrative Assistant II* and *Benefits Analyst* position classifications in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

   Votes Taken, By Roll Call:

   Coffey - Aye
   Palmer - Aye

H. **NEXT MEETING**

The next Personnel Commission meeting is scheduled for February 10, 2021, at 2:30 p.m.

I. **ADJOURNMENT**
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Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 2:56 p.m.

Respectfully Submitted By:

[Signature]

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