

**PERSONNEL COMMISSION
REGULAR MEETING #488
MAY 13, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/95484834507?pwd=N25XSfozc1hXTEI1cDY4Vk5BNGlrQT09>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 954 8483 4507

PASSWORD: 808497

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President	Marisa Perry
Nicholas Gervase, Vice President	Linda Gore
Rodney Martin, Member	Meipo Flores

OTHERS PRESENT	
Anisha Munshi	Sofia Fojas
Angela Ballou	Sonia Gutierrez
Marilyn DeRouen	Rema Kumar
Tammy Dhanota	Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #488-1: The Commission approved Agenda #488, May 13, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #488-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #488-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #486, March 11, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #488-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #488-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #488-3: carried unanimously.

Classification

- Safe & Healthy Schools Specialist, Senior, Range 51.5

5819-00	Caterers	3,500.00	2,795.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$ 960,002.00	\$1,054,030.00

- 2360-00 Director - Classified: vacancy projected at step 4.
- 5200-00 Travel & Conferences: Proposed \$50 increase to reallocate funds to support travel and conferences.
- 5300-00 Dues & Memberships: Proposed \$1,122 increase to reallocate funds for increased dues expenses.
- 5800-00 Contract Services – Other: Proposed \$917 reduction to reallocate funds to support other expenses.
- 5800-00 Commissioner Stipends: Proposed \$450 increase to reallocate funds to support three additional Special Meetings per fiscal year.
- 5819-00 Caterers: Proposed \$705 reduction to reallocate funds to support other expenses.

D. Approval / Ratification of Establishing and / or Extending Eligibility Lists

MOTION #488-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #488, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #488-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Education Interpreter I/II	02/19/20	AIDES	1	1
2	Outdoor Recreation Specialist (Full-time)	03/02/20	AIDES	6	5
3	Outdoor Recreation Specialist (Part-time)	03/02/20	AIDES	4	4
4	Enterprise Network Engineer	03/11/20	OTBS	3	3
5	Network Administrator	03/13/20	OTBS	9	9

E. Monthly Vacancy Status Report – May 13, 2020

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Information was provided regarding COE and Commission staff working from home and what the Office procedures are during the shelter-in-place. Angela Ballou provided information regarding teaching staff, trainings and distance learning.

B. Layoffs

Ms. Perry provided information regarding the current layoffs. Marilyn DeRouen inquired about management position layoffs. Ms. Perry responded that there were management positions impacted. Ms. DeRouen also commented on the May budget revise and expressed her hope that contractors would not be used, as it takes away from public sector positions.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 10, 2020, at 10:00 a.m.

IX. UNFINISHED BUSINESS - CLOSED SESSION (10:29 a.m.)

A. Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:06 a.m.)

A. No actions taken.

XI. ADJOURNMENT

The meeting adjourned at 11:07 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission