

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
UNADOPTED MINUTES  
REGULAR MEETING #402  
February 13, 2013

- Members Present:           Rodney Martin, President  
                                      Libby Spector, Vice President  
                                      Nick Gervase, Member
- Staff Present:                Sheila Lopez, Interim Director, Classified Personnel  
                                      Philip J. Gordillo, Executive Director of Human Resources  
                                      Barbara Monges, Executive Assistant
- Others:                         Matthew Cottrell, SEIU Local #521  
                                      Toni Cordova, Chief Strategy Officer

The meeting was called to order by President Martin at 10:00 A.M.

Approval of Agenda

**MOTION #402-1** by Ms. Spector, seconded by Mr. Gervase to approve Agenda #402, with the exception of withdrawing Agenda Item VII-A. This item will be brought forward at the March Commission meeting.

**MOTION #402-1** carried unanimously.

Approval of Minutes #401 – January 16, 2013

**MOTION #401-2** by Mr. Gervase, seconded by Ms. Spector to approve minutes #401, January 16, 2013

**MOTION #401-2** carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Mr. Matthew Cottrell, SEIU Worksite Organizer, asked to speak to agenda item VII-A. While the Commissioners moved this agenda item to the March meeting, Matthew did want to voice his concerns. He was unaware that this position was under consideration until he received his agenda packet. He asked what the purpose of another Cabinet level position would be.

New Business

A. Approval of Eligibility Lists

Merit Rule 9.02 states that *“Eligibility Lists shall be presented to the Personnel Commission for approval.”*

Therefore, the Executive Director respectfully recommends the Personnel Commission approve the establishment of the following lists:

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Paraeducator, Special Education	01-16-2013	Paraeducators	12	12
2	Head Start Program Analyst-Restricted	01-23-2013	OTBS	6	6

(ACS): Alternate Class Series

B. Secretary's Report

Ms. Sheila Lopez reported on the following:

- The classification and compensation study is in the final process. Ms. Lopez and Mr. Gordillo will be meeting with Mr. Ewing to finalize the study for the first group of job classifications;
- Head Start is facing significant reductions in funding and so will have to move forward with reductions in staffing, in addition Ms. Lopez reported on the most recent activities, developments, and other related issues regarding forthcoming reductions affecting members of the classified service;
- State Preschool is also proposing a one day reduction in the Teacher Assistant's calendars;
- Ms. Lopez and staff are continuing to work with Head Start Teacher Assistants on meeting the deadline, by July 31, 2013, that all TA II's must be half-way to reaching an AA degree;
- Ms. Lopez and Mr. Gordillo will be attending the CSPCA conference in Southern California on February 21-23.

C. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for March 13, 2013

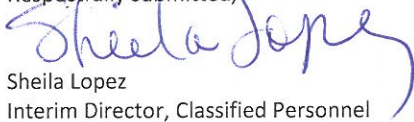
D. Closed Session – 10:30 p.m.

Interim Director's Evaluation

E. Adjournment

The meeting adjourned at 11:08 A.M.

Respectfully submitted,



Sheila Lopez

Interim Director, Classified Personnel