

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #461
FEBRUARY 14, 2018, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President	Jonathan Muñoz, Interim Director – HR / Classified
Rodney Martin, Vice President	Personnel Services
Libby Spector, Member	Veronica Contreras, Executive Assistant

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Laurie Sauro, Director – Internal Business Services
Roxanne Barnett, SEIU

III. APPROVAL OF AGENDA

MOTION #461-1: The Commission approved the Personnel Commission Agenda #461, February 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #461-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #461-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #460, January 10, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #461-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing and / or Extending Eligibility Lists

Motion #461-3: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #461, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

Motion #461-3: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator – Special Education	02/07/18	AIDES	2	Unranked

B. Approval of Budget Revision

MOTION #461-4: The Commission approved the revision of the Personnel Commission budget as submitted, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #461-4: carried unanimously.

Mr. Jonathan Muñoz, Interim Director – HR/Classified Personnel Services presented to the Commission the proposed budget revision. Due to the budget climate of the Office, out of class assignments and position vacancies, funds previously allocated for salary and benefits were identified as potential savings opportunities for the Office. The Budget Office requested \$79,564.00 in savings be returned to the General Fund. This request will not impact the Commission’s budget for the next fiscal year, as those funds will be returned to the Personnel Commission budget at the start of the new fiscal year. The table below includes details of the proposed revision.

Mr. Philip J. Gordillo, Chief Human Resources Officer and Ms. Laurie Sauro, Director – Internal Business Services addressed the Commission. Ms. Sauro further explained to the Commission the reasoning for the revision and internal reporting process. Ms. Sauro noted that for next fiscal year, the Personnel Commission budget will be made whole again. Ms. Libby Spector questioned the availability of funds, should the currently vacant positions be filled, as well as her concern regarding the burden that may impact Commission staff. Ms. Sauro explained that sufficient funds have been left in place should that occur. Mr. Gordillo provided additional information regarding position vacancies within Human Resources, as well as other salary savings opportunities within the Human Resources Branch. Based on the information provided, Mr. Gordillo supports the proposed transaction and recommended its approval. Mr. Nicholas Gervase and Ms. Libby Spector requested to be kept informed of new changes to the budget should they occur.

**APPROVED BUDGET REVISION
2017-2018 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	PROPOSED 2017-18 BUDGET	PROPOSED REVISION	PROPOSED WORKING BUDGET
1900-00	Other Certificated Salaries	160.00		
2320-00	Executive Administrative Assistant – Classified	91,481.00	9,391.00	100,872.00
2360-00	Director – Classified	161,768.00	-9,391.00	152,377.00
2395-00	Other Management – Classified	111,670.00	-64,471.00	47,199.00
2425-00	Other Specialists/Technicians	216,388.00		
2900-00	Other Classified	1,000.00		
3000-00	Employee Benefits	251,823.00	-15,093.00	236,730.00
3402-00	Commissioner Benefits	31,094.00		
4000-00	Materials & Supplies	3,214.00		
4400-00	Non-Capitalized Equipment	3,800.00		
5200-00	Travel & Conferences	10,000.00		
5299-00	Mileage Reimbursement	312.00		
5300-00	Dues & Membership	3,263.00		

5710-15	Print Services	6,822.00		
5800-00	Contract Services – Other	1,902.00		
5800-00	Commissioner Stipends	1,800.00		
5809-00	Advertising	22,821.00		
5819-00	Caterers	7,000.00		
5900-00	Communications	580.00		
5905-00	Communications – Postage/Courier	100.00		
5912-00	Cell Phone Stipend Classified	960.00		
TOTAL		\$ 927,958.00	-\$ 79,564.00	\$ 848,394.00

- 2320-00 Increase due to 5% differential
- 2360-00 Reallocate salary expenses due to 5% differential
- 2395-00 Reallocate salary expenses due to Working Out of Class / Sub Staffing
- 3000-00 Reallocate benefit expenses due to Working Out of Class / Sub Staffing

C. Report on Future Trainings and Conferences

The Commission received a report on conferences and trainings Commission staff and/or Commissioners have, or plan on attending during the 2017-2018 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table.

Conference/Training	Conference/Training Summary	Date & Location	Attendees
CSPCA Northern California Annual Conference 2017-18	1-day annual conference on legal updates and budget issues impacting merit systems.	10/13/17 San Jose, CA	J. Muñoz V. Contreras M. Flores K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per session, covers the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	1/20/18 2/10/18 3/10/18 4/14/18 5/19/18 (updates will be provided as more information becomes available)	J. Muñoz Y. Husain M. Flores
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional Services Agreements (PSAs).	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites • Print Manager • Documentation & Help 	9/21/17 SCCOE	M. Flores
OMS Administrator Training	This workshop will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event data, preparing event registration materials, preparing reports, and fine-tuning event data.	8/28/17 SCCOE	M. Flores
QCC Print Manager and Download	In this course, participants will learn how to manage reports sent to the QCC Print Manager.	11/01/17 SCCOE	K. Jalaan
CODESP	Labor Relations: Bargaining 101	8/7/17 Online	J. Muñoz
CODESP	Labor Relations: Bargaining 102	8/8/17 Online	J. Muñoz
Champions for Leadership	The purpose of the program is to identify future leaders from each branch, match them with a mentor, and provide them with professional development opportunities. Seminar topics include effective leadership, communication, team building, change management, and interviewing skills. In addition to attending	8/17 – 5/18 SCCOE	Y. Husain M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project.		
Advanced Collective Bargaining Workshop	Overview of the bargaining process	11/02/17 SCCOE	J. Muñoz
QCC Print Manager & Excel Tips	Participants will learn how to manage reports sent to the QCC Print Manager (formerly QSS LSpool) including: Custom Lists Auto-Fill Splitting Data	11/01/17 SCCOE	K. Jalaan
Microsoft Excel: Formulations & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and other time-saving techniques, including: Table cross-referencing look-up functions such as VLOOKUP, INDEX, and MATCH; Text functions to clean up your text fields; Array formulas; and Tips on troubleshooting your formulas.	11/16/17 SCCOE	K. Jalaan
Education, Labor and Employment Law Series	Review of current legal cases as they pertain to education	11/16/17 02/01/18 Sunnyvale Elementary SD	J. Muñoz
Strengths Finder	The CliftonStrengths is an online assessment tool fueling better performance in workplaces. Participants will use CliftonStrengths to maximize human potential by developing themselves to become great at what they're naturally good at.	12/05/17 1/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez
PHR & PHR/CA	The Professional in Human Resources ("PHR") certification demonstrates mastery of the technical and operational aspects of	12/22/17 – 05/22/18	M. Flores V. Contreras K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	HR management, including U.S. laws and regulations.		
2018 Northern California Public Sector Labor & Employment Law Update	2018 new legal and legislative changes affecting the field of public sector human resources.	01/23/18 Hayward, CA	V. Contreras M. Flores

D. Monthly Vacancy Status Report – February 14, 2018

Interim Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

Mr. Gervase commented on the burden currently experienced by staff and commended the staff for their efforts.

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. Layoffs Update

Ex-Officio Secretary Muñoz reported on the potential layoffs impacting Classified staff. Branch Chiefs are currently in the process of identifying staffing changes and those changes will potentially be presented at a future meeting.

B. Staff Profiles

Ex-Officio Secretary Muñoz distributed to the Commission copies of the biographies created by staff. This team building exercise provides staff with the opportunity to build camaraderie and rapport with hiring managers. Staff shared both professional and personal information.

C. Merit Academy

The office is collaborating with the California School Personnel Commissioners Association in hosting the 2018 Merit Academy. The Academy takes place once a month on Saturdays. Currently, 12 participants are registered, including four of Santa Clara County Office of Education staff: Ms. Yasmeen Husain, Classified Personnel Specialist; Ms. Meipo Flores, Staffing Specialist; Ms. Leslie Barrow, Director – HR/Classified and Employee Benefits; and Mr. Jonathan Muñoz, Interim Director – HR/Classified Personnel Services.

D. Neogov Banner

The website for Classified Job Opportunities was updated with a new banner, which is consistent with the logo the Office currently uses for recruitment activities, brochures and flyers. The banner was designed in collaboration with Mr. Mike Bromberg, Graphic Designer.

E. Work2Future Job Fair

As part of an ongoing effort by this department to increase accessibility to SCCOE jobs and to diversify our candidate pool, Classified Personnel Services and Substitute Staffing will participate in a second Work2Future Job Fair on March 7, 2018. A debrief of the job fair will be presented at a future meeting.

VIII. Closed Session (10:30 a.m.)

- A.** Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director – Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, March 14, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:00 a.m.

Respectfully submitted,



Jonathan Muñoz

Interim Ex-Officio Secretary, Personnel Commission.