

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #459
DECEMBER 13, 2017, 10:00 A.M.
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	Jonathan Muñoz, Interim Director – HR / Classified
Nicholas Gervase, Vice President	Personnel Services
Rodney Martin, Member	Veronica Contreras, Executive Assistant

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #459-1: The Commissioners approved the Personnel Commission Agenda #459, December 13, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #459-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #459-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #458, November 8, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #459-2: carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Personnel Commission regarding Dr. Mary Ann Dewan's, Interim County Superintendent of Schools, interest in preserving positions during budget constraints. The County Superintendent of Schools is able to retain Certificated positions, however, the process for Classified is different. This topic may be brought before the Personnel Commission in the future.

The Commissioners inquired about the search for a new Superintendent. Mr. Gordillo clarified that Dr. Dewan is scheduled to sign an interim contract at the Board Meeting. The search for a new Superintendent will be addressed upon full Board representation.

VI. NEW BUSINESS

A. Approval of Establishing and / or Extending Eligibility Lists

Motion #459-3: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #459, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #459-3 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher – Restricted	11/09/17	AIDES	7	7

B. Personnel Commission Annual Report 2016-2017

An Annual Report was prepared summarizing the activities of the Commission's staff for the 2016-2017 fiscal year. Information included in the Report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals.

Motion #459-4 by Nicholas Gervase, seconded by Mr. Rodney Martin, to approve the Personnel Commission Annual Report 2016-2017, as submitted.

Motion #459-4 carried unanimously.

C. Report on Future Trainings and Conferences

The Commissioners 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, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	Dates Feb. – Jun. 2018, (updates will be provided as more information becomes available)	J. Muñoz Y. Husain Y. Gomez
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	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Services Agreements (PSAs).		
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	11/01/17	K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	learn how to manage reports sent to the QCC Print Manager.		
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 monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project.	Dates Aug. 2017 – May 2018 SCCOE	Y. Husain M. Flores
Advanced Collective Bargaining Workshop	Overview of the bargaining process	11/02/17	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	11/01/17 SCCOE	K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Auto-Fill Splitting Data		
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 text fields; Array formulas; and tips on troubleshooting 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	J. Muñoz
CliftonStrengths Finder	This online assessment tool will fuel 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 01/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez

D. Monthly Vacancy Status Report – December 13, 2017

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

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. Volunteer Opportunities

Ms. Veronica Contreras – Executive Assistant, addressed the Commission regarding the volunteer opportunities scheduled for staff. Ms. Contreras partnered with volunteer coordinators from the following organizations: Toys for Tots, Bill Wilson Community Center, and Second Harvest Food Bank. Staff most recently participated in the Toys for Tots “Stuff the Bus” event on Saturday, December 9, 2017. Toys for Tots is a program run by the United States Marine Corps Reserves, which distributes toys to children whose parents cannot afford to buy gifts for Christmas. A group of nine volunteers assisted in the unloading, counting, and sorting of donated toys. On December 15, 2017, staff will participate in the Bill Wilson Holiday Dinner for foster and homeless youth. The event will be held at the Mayfair Community Center in San Jose. Staff will be assisting in the set-up, food service, and clean-up duties. On January 6, 2018, staff will be participating at the Second Harvest Food Bank, duties will include counting and sorting donated food items.

B. CSPCA-NC Board Meeting – Thursday, December 14, 2017

Interim Ex-Officio Secretary Muñoz, and Ms. Veronica Contreras, will attend the CSPCA Meeting on Thursday, December 13 in Castro Valley. Mr. Muñoz now serves as a Board Member and Ms. Contreras is the Treasurer.

C. EIPA Training

The Office hosted the EIPA Video Conference Training on Saturday, December 2, 2017. The Video Conference Series will support a cohort of five pre-certified Interpreters to complete the Educational Interpreter Performance Assessment (“EIPA”) with a score of 4.0 or higher. Approximately nine participants attended. The Santa Clara County Office of Education (“SCCOE”) partnered with the Solano County Office of Education to defray the cost of the four part series.

D. Office Closure

The Classified Personnel Services department will be closed for business between December 22, 2017, through January 1, 2018.

E. Work2Future Job Fair – Wednesday, December 13, 2017

Ms. Yasmeen Husain, Classified Personnel Specialist and Ms. Kathy Jalaan, Classified Personnel Specialist, are attending a job fair at the Work2Future facility in San Jose on Wednesday, December 13, 2017. Ms. Husain and Ms. Jalaan will represent the office and seek prospective applicants for the Paraeducator, Custodian, and clerical substitute pools. A debrief of the job fair will be presented at a future meeting.

F. CliftonStrengths Finder Training

Classified Personnel Services staff recently participated in the CliftonStrengths Finder training. The online self-assessment tool maximizes human potential by developing strengths. Mr. Muñoz distributed copies of the Strengths Finder chart to identify the top five strengths of staff. Staff will continue to work with Dr. Demerris Brooks, Director – Workforce and Organizational Development, on recognizing and enhancing strengths.

G. Holiday Team Meeting

The Classified Personnel Services staff will have a team meeting on Thursday, December 21, 2017 at 11:30 a.m. Interim Ex-Officio Secretary Muñoz extended an invitation to the Commissioners. A debrief of the meeting will be reported at a future meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:42 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services