

**PERSONNEL COMMISSION
REGULAR MEETING #499
APRIL 14, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91676853451>

Meeting ID: 916 7685 3451

DIAL IN NUMBER: 1-669-900-6833

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 Rodney Martin, Vice President Libby Spector, Member	Marisa Perry Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Tammy Dhanota	Aaron Duron Kellie Guevara Pam Hale Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #499-1: The Commission approved Agenda #499, April 14, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #499-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #499-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #498, March 10, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #499-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Dr. Mary Ann Dewan, County Superintendent of Schools

Superintendent Dewan addressed the Commission and provided an update regarding the Blueprint for a Safer Economy, status of vaccine availability, community partnerships and graduation activities. President Gervase inquired about student in-person return projections. Superintendent Dewan noted the current pandemic, housing and job insecurity are contributing to families moving out of the area. OYA may be a viable re-engagement avenue for older students. Any accommodations from the State regarding enrollment will be known in June when the State budget is approved.

B. Approval of the Personnel Commission Meeting Calendar for 2021-2022

MOTION #499-3: The Commission approved the proposed Personnel Commission Meeting Calendar for 2021-2022 within Personnel Commission Agenda #499, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #499-3: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	14	2021	Wednesday	Regular
August	11	2021	Wednesday	Regular
September	08	2021	Wednesday	Regular
October	13	2021	Wednesday	Regular
November	10	2021	Wednesday	Regular
December	08	2021	Wednesday	Regular
January	12	2022	Wednesday	Regular
February	09	2022	Wednesday	Regular
March	09	2022	Wednesday	Regular
April	13	2022	Wednesday	Regular
May	11	2022	Wednesday	Regular
June	08	2022	Wednesday	Regular

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

MOTION #499-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #499, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #499-4: carried unanimously.

Director Perry provided a brief overview of the steps involved in establishing an eligibility list.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Enterprise Network Engineer	02/26/21	OTBS	8	6
2	Administrative Assistant II	03/09/21	OTBS	9	7
3	Inclusion Support Specialist (B/B Vietnamese)	03/09/21	OTBS	7	7
4	Research Analyst, Associate	03/11/21	OTBS	6	6
5	Facilities Maintenance and Construction Coordinator	03/17/21	OTBS	3	3
6	Accountant I/II	03/25/21	OTBS	5	5

D. Personnel Commission Budget: 2021-2022 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2021-2022 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Director Perry highlighted key increases and decreases as proposed in the budget summary.

**ANNUAL BUDGET
2021-2022 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2020-21 BUDGET	PROPOSED 2021-22 BUDGET
2320-00	Executive Assistant – Classified	113,344.00	123,023.00
2360-00	Director – Classified	159,488.00	164,971.00
2395-00	Other Management – Classified	146,462.00	121,590.00
2425-00	Other Specialists/Technicians	240,846.00	250,455.00
3000-00	Employee Benefits	295,042.00	312,406.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,256.00	31,256.00
5819-00	Caterers	2,795.00	1,000.00
5888-00	Contract Services – COVID19	0	3,200.00
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		\$1,054,030.00	\$1,071,293.00

- 2395-00 Other Management – Classified: vacancy projected at step 2.
- 4000-00 Materials & Supplies: Proposed \$1,405 decrease to reallocate funds to support other expenses.
- 5819-00 Caterers: Proposed \$1,795 decrease to reallocate funds to support other expenses.
- 5888-00 Contract Services – COVID19: Proposed \$3,200 increase to reallocate funds to support remote online examination testing.

E. Monthly Vacancy Status Report – April 14, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Paraeducator, Special Education Reemployment Bid Board

A bid board was held on April 1, 2021, resulting in five positions being filled. It was noted some attendees were unable to accept a position, due to their own children still participating in distance learning.

B. Employee Layoffs

A small number of layoff letters will be issued by April 30, 2021. It is anticipated other placement opportunities may be available, thereby minimizing the impact.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 12, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:25 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission