

**PERSONNEL COMMISSION
REGULAR MEETING #491
AUGUST 12, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/99362776343?pwd=NWMvOFJlV3MwcDVJQkx0Ti9ZakpSQ09>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 993 6277 6343

PASSCODE: 290478

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 Nicholas Gervase, Vice President Rodney Martin, Member	Marisa Perry Linda Gore Meipo Flores
OTHERS PRESENT	
Anisha Munshi Marcela Miranda Angela Ballou Tammy Dhanota	Philip J. Gordillo Kellie Guevara Pam Hale

III. APPROVAL OF AGENDA

MOTION #491-1: The Commission approved Agenda #491, August 12, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #491-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #490, July 15, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #491-2: carried unanimously.

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

Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association (CSPCA), addressed the Commission to offer congratulations on the selection of Ms. Marisa Perry as Director III – HR/Classified Personnel Services. Mr. Gordillo indicated the CSPCA is a valuable source for Merit System assistance and resources.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #491-3: The Commission approved revising the classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-3: carried unanimously.

Ms. Marisa Perry provided salary placement information regarding the Child Care Resource and Referral Specialist classification, as requested by SEIU representatives, at the July 15, 2020 meeting. Fifteen (15) current specialist positions were reviewed; no change in salary placement

was warranted. However, the revised minimum qualifications now reflect alignment with other similar positions.

B. SCCOE Staffing Report

Dr. Anisha Munshi, Assistant Superintendent – Personnel Services and Marcela Miranda, Director – Human Resources, presented the SCCOE Staffing Report, previously presented to the Board of Education. The Commissioners thanked them for the informative report.

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

MOTION #491-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #491, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Director III - Data & Analytics Development	07/07/20	LT	6	5
2	Supervisor - Custodial Services	07/30/20	LT	9	7
3	Network Analyst, Senior	07/31/20	OTBS	10	8
4	Nutritionist - Early Learning Services	08/03/20	OTBS	5	4

D. Monthly Vacancy Status Report – August 12, 2020

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

Dr. Angela Ballou, Occupational Therapist (OT), inquired, as schools are returning to a more robust educational situation, will laid-off Paraeducators be brought back? Marisa Perry stated CPS will be notified when positions are no longer on hold and reemployment offers will be made. Dr. Munshi added the Special Education Department is currently assessing their needs and may be able to bring back some positions. Dr. Munshi also spoke to the Custodial positions and their need during this time.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Commission staff continues to work from home and are partnering up for written and oral examinations. Staff are also developing department work plans and goals, along with the other Human Resources staff.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 9, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission