

**PERSONNEL COMMISSION  
REGULAR MEETING #492  
SEPTEMBER 9, 2020, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97685028057?pwd=aU9pb0NEYnRuc2lTamwwRUtuRkIHUT09>

**DIAL IN NUMBER: 1 669 900 6833**

**MEETING ID: 976 8502 8057**

**PASSWORD: 671656**

**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	Marisa Perry
Nicholas Gervase, Vice President	Linda Gore
Rodney Martin, Member	Meipo Flores

OTHERS PRESENT	
Mary Ann Dewan	Adora Fisher
Anisha Munshi	Pam Hale
Angela Ballou	Joann Vaars

**III. APPROVAL OF AGENDA**

**MOTION #492-1:** The Commission approved Agenda #492, September 9, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #492-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #492-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #491, August 12, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #492-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #492-3:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #492-3:** carried unanimously.

**Classification**

- **Educator Preparation Program Specialist, Range 48.0**

Adora Fisher, Director III – Educator Preparation Programs, addressed the Commission and provided information on the department’s various programs, and the need for this new position.

**B. Approval of Classification Specification Retitling and Revision**

**MOTION #492-4:** The Commission approved retitling the classification Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist, and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #492-4:** carried unanimously.

Joann Vaars, Coordinator, Foster & Homeless Youth Educational Services, addressed the Commission and provided County foster and homeless youth information, and the need for this position.

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

**MOTION #492-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #492, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #492-5:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Research, Planning and Support	8/13/2020	LT	1	1
2	Safe and Healthy Schools Specialist, Senior	8/25/2020	OTBS	2	2
3	Supervisor - Safe & Healthy Schools	8/26/2020	LT	2	2
4	Print Support Technician	8/28/2020	OTBS	6	4

**D. Monthly Vacancy Status Report – September 9, 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.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Perry reported on the following:

**A. Commissioner Reappointment**

Commissioner appointments are on a three-year rotational basis, for three-year terms. This year, the appointment falls to the classified employees' union, SEIU. SEIU has indicated their intent to reappoint Ms. Libby Spector for the upcoming term. Ms. Spector has accepted the reappointment. The Board of Education will ratify the Commissioner reappointment at the October 21, 2020 meeting.

**B. Paraeducator, Special Education Updates**

17 Paraeducator positions have become available and are currently on the Transfer Opportunities webpage. Reemployment offers will be extended to laid off Paraeducators, via Bid Board, after the Transfer process is complete.

**C. Staff Professional Development**

Staff will be participating in a webinar titled, **9 Ways to Remove Bias and Promote Diversity at Every Stage of the Hiring Process** on September 15, 2020. Staff are currently working on the goals for the year and the department is continually looking at ways of removing bias from the hiring process.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, October 14, 2020, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:19 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission