

**PERSONNEL COMMISSION
REGULAR MEETING #512
MAY 11, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92196565459>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 921 9656 5459

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 Libby Spector, Vice-President	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano

MEMBERS ABSENT
Rod Adams, Member

OTHERS PRESENT	OTHERS PRESENT
Larry Oshodi Angela Ballou Pam Hale Chaunise Powell	Stephanie Tague Yee Wan Kelly Wylie

III. APPROVAL OF AGENDA

MOTION #512-1: The Commission approved Agenda #512, May 11, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #512-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #511, April 13, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #512-3 The Commission approved revising the classification specification for the

position of Supervisor – Print Services, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-3: carried unanimously.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #512-4 The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-4: carried unanimously.

Classification

- **Manager – Positive Behavioral Interventions and Supports, Range 12**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #512-5 The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-5: carried unanimously.

Classification

- **Manager – Behavioral Health Systems, Range 11**

D. Approval of Classification Specification Revision

MOTION #512-6 The Commission approved revising the classification specification for the position of Paraeducator – Special Education ASL, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-6: carried unanimously.

E. Public Hearing for the 2022-2023 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2022-2023 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: Santa Clara County Office of Education Date: May 11, 2022
Zoom Virtual Meeting (See above link) Time: 10:00 a.m.

Open Hearing at:	<u>10:16</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>N. Gervase</u>
			Vote: <u>Approved</u>

Close Hearing at:	<u>10:17</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>N. Gervase</u>
			Vote: <u>Approved</u>

F. Approval and Adoption of 2022-2023 Personnel Commission Annual Budget

Motion #512-7: The Commissioners approved and adopted the 2022-2023 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

Motion #512-7: carried unanimously.

**PERSONNEL COMMISSION
2022-2023 ANNUAL BUDGET
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2021-22 BUDGET	PROPOSED 2022-23 BUDGET
2320-00	Executive Assistant – Classified	123,023.00	119,080.00
2360-00	Director – Classified	164,971.00	173,782.00
2395-00	Other Management – Classified	121,590.00	120,516.00
2425-00	Other Specialists/Technicians	250,456.00	255,408.00
3000-00	Employee Benefits	313,870.00	335,686.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	5,554.00	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	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5900-00	Communications	580.00	0.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,072,758.00	\$1,103,320.00

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

MOTION #512-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #512, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-8: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Assistant Director - Internal Business Services	04/12/22	LT	6	6
2	Education Interpreter I/II	04/18/22	AIDES	1	1
3	Family Advocate - Restricted - Bilingual Vietnamese	04/19/22	OTBS	3	3
4	Home Visiting Specialist - Early Head Start - Restricted	04/26/22	OTBS	6	6
5	Migrant Education Program Recruiter	04/27/22	OTBS	7	4
6	Paraeducator - Special Education	04/27/22	AIDES	9	Unranked
7	Maintenance Person I/II	04/29/22	OSS	6	5

H. Monthly Vacancy Status Report – May 11, 2022

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 closed session will be scheduled for the June meeting to discuss the Director's evaluation
- Classified School Employees Week is next week with fun activities planned for the Human Resources staff

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 8, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission