

**PERSONNEL COMMISSION  
REGULAR MEETING #503  
AUGUST 11, 2021, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97998996349>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 979 9899 6349**

**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, Member	Marisa Perry Linda Gore Meipo Flores

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	OTHERS PRESENT
Larry Oshodi Demerris Brooks Tammy Dhanota Monica Dvorsky	Marcela Miranda Shallu Sharma Angela Walker

**III. APPROVAL OF AGENDA**

**MOTION #503-1:** The Commission approved Agenda #503, August 11, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

**MOTION #503-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #503-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #502, July 14, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #503-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Leadership Team Performance Management Presentation**

Dr. Demerris R. Brooks, Director – HR/Workforce Development & Organizational Culture, presented to the Commission, the new Leadership Team Professional Growth Review Coaching for Continuous Growth. This new process will support the continued development, learning and growth of SCCOE leaders in service of the SCCOE’s mission, vision, values, goals and guiding principles.

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

**MOTION #503-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #503-3: carried unanimously.**

**Classification**

- **ServiceNow Administrator, Range 54.5**

**C. Approval of Classification Specification Revision**

**MOTION #503-4:** The Commission approved revising the classification specification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #503-4: carried unanimously.**

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

**MOTION #503-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #503, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #503-5: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Mental Health School Wellness Specialist	07/14/21	OTBS	2	2
2	Paraeducator - Special Education	07/22/21	AIDES	13	Unranked
3	Family Advocate - Restricted	08/03/21	OTBS	7	6
4	Mental Health School Wellness Specialist	08/04/21	OTBS	2	2

**E. Monthly Vacancy Status Report – August 11, 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. Staffing Updates**

The recruitment for the Supervisor – Classification and Recruitment is currently underway. It is anticipated a decision will be made by the next Personnel Commission meeting.

**B. Classified Job Fair**

The 2021 Classified Job Fair will be on September 25 this year. The event, hosted by SCCOE, will be held in the Ridder Park parking lot.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, September 8, 2021, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:36 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission