

**PERSONNEL COMMISSION
REGULAR MEETING #504
SEPTEMBER 8, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/95912262397>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 959 1226 2397

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 Yasmeen Husain Linda Gore

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Tammy Dhanota	Reyna Dominguez Marisol Durani Monica Dvorsky

III. APPROVAL OF AGENDA

MOTION #504-1: The Commission approved Agenda #504, September 8, 2021, with the elimination of Item IX. Closed Session, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #504-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #504-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #503, August 11, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-2: 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 updates on COVID-19 statistics, mask mandates, and vaccines. Additionally, information was provided on distance learning, independent study, and waivers. Brown Act provisions regarding virtual meetings were discussed.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #504-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-3: carried unanimously.

Classification

- **Disability Services Specialist, Range 45.5**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #504-4: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-4: carried unanimously.

Classification

- **Mental Health Services Specialist, Range 45.5**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #504-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-5: carried unanimously.

Classification

- **IT Help Desk Support Specialist - Senior, Range 51.5**

E. Approval of Classification Specification Revision & Retitling

MOTION #504-6: The Commission approved revising the classification specification and retitling the classification IT Support Specialist to IT Help Desk Support Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-6: carried unanimously.

F. Approval of Classification Specification Revision & Retitling

MOTION #504-7: The Commission approved revising the classification specification and retitling the classification Safe and Healthy Schools Specialist to School Climate Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-7: carried unanimously.

G. Approval of Classification Specification Revision

MOTION #504-8: The Commission approved revising the classification specification for the position of Migrant Education Community Liaison, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-8: carried unanimously.

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

MOTION #504-9: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #504, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #504-9: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Wellness Center Liaison	08/06/21	OTBS	6	5
2	Director III - District Business Services	08/10/21	LT	2	2
3	Supervisor - Classification & Recruitment	08/13/21	LT	3	3
4	Student Services Specialist	08/16/21	OTBS	5	5
5	Family & Provider Specialist	08/19/21	OTBS	5	4
6	Network Engineer	08/20/21	OTBS	3	3
7	Paraeducator - Special Education	08/25/21	AIDES	10	Unranked
8	College Liaison	08/26/21	OTBS	4	2
9	Mental Health School Wellness Specialist	08/31/21	OTBS	12	1
10	Wellness Center Liaison	08/31/21	OTBS	15	11

I. Monthly Vacancy Status Report – September 8, 2021

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

J. Personnel Commission Update

Mr. Rodney Martin has submitted his resignation as Vice-President of the Personnel Commission, effective January 1, 2022. President Gervase commended Mr. Martin on his service to the Commission and noted the joint appointee recruitment would immediately take place.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Board Appointee to the Personnel Commission

The Board of Education has submitted their intent to reappoint Mr. Nicholas Gervase to the Personnel Commission for the period of 12/1/21 to 11/30/24.

B. Staffing Updates

Ms. Yasmeen Husain, Classified Personnel Specialist, has been selected to fill the position of Supervisor – Classification and Recruitment. The Commissioners extended their congratulations.

The department is in the final stage of implementing an automatic reference check system.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 13, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:48 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission