I. CALL TO ORDER
The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Gervase, President</td>
<td>Jonathan Muñoz, Director - HR / Classified Personnel Services</td>
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<tr>
<td>Rodney Martin, Vice President</td>
<td>Marisa Perry, Supervisor - Classification &amp; Recruitment</td>
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<tr>
<td>Libby Spector, Member</td>
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<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
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<tbody>
<tr>
<td>Veronica Contreras, Supervisor - Substitute Services</td>
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<tr>
<td>Philip Gordillo, Chief Human Resources Officer</td>
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<tr>
<td>Abigail Ortiz-Baldwin, SCCOE Retiree</td>
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<tr>
<td>Sheila Lopez, SCCOE Retiree</td>
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<tr>
<td>Barbara Monges, SCCOE Retiree</td>
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<tr>
<td>Alicia Shemirani, SCCOE Retiree</td>
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<tr>
<td>Yoshiko Numoto, SCCOE Retiree</td>
</tr>
<tr>
<td>Phil Benfield, Director - Information Systems</td>
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<tr>
<td>Marcy Lauck, Director - Data Governance Projects</td>
</tr>
<tr>
<td>Anisha Munshi, Director - Human Resources</td>
</tr>
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</table>

III. APPROVAL OF AGENDA
MOTION #468-1: The Commission approved Agenda #468, September 19, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #468-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #468-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #467, August 8, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #468-2: carried unanimously.

V. HEARING OF PERSONS TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
Mr. Philip Gordillo, Chief Human Resources Officer, presented a petition to the Personnel Commission regarding his seniority as Director III - Human Resources/Classified Personnel Services.

VI. NEW BUSINESS
A. Approval of Classification Retitling and Revision
MOTION #468-3: The Commission approved retitling the classification Supervisor - Health and Wellness to Supervisor - Safe and Healthy Schools, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #468-3: carried unanimously.
B. Approval of Classification Retitling and Revision
   MOTION #468-4: The Commission approved retitling the classification Early Learning Services Compliance Monitor to Early Learning Services Site Monitor, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
   MOTION #468-4: carried unanimously.

C. Approval of Classification Revision
   MOTION #468-5: The Commission approved revising the Systems Engineer classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
   MOTION #468-5: carried unanimously.

   Mr. Phil Benfield, Director - Information Systems, addressed the Commission and provided additional information regarding the proposed changes to the classification specification.

D. Approval of Establishing Classification and Associated Classification Specification
   MOTION #468-6: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #468-6: carried unanimously.

   Classification
   - Manager - Data Governance and Strategy, Range 12

   Ms. Marcy Lauck, Director - Data Governance Projects, and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

E. Approval of Establishing Classification and Associated Classification Specification
   MOTION #468-7: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #468-7: carried unanimously.

   Classification
   - Manager - Data Systems, Range 13

   Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

F. Approval of Establishing Classification and Associated Classification Specification
   MOTION #468-8: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #468-8: carried unanimously.

   Classification
   - Data Warehouse Analyst - Senior, Range 57

   Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.
G. Approval of Position Reallocation
MOTION #468-9: The Commission approved position reallocation for the following positions, moved by Mr. Rodney Martin and seconded by Ms. Libby Spector.
MOTION #468-9: carried unanimously.

Classification
- Positions 000294 and 002608, Eligibility Enrollment Specialist, Range 42.5 to ERSEA Compliance Specialist - Restricted, Range 44.0

H. Approval / Ratification of Establishing and / or Extending Eligibility Lists
MOTION #468-10: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #468, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #468-10: carried unanimously.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administrative Assistant III</td>
<td>08/02/18</td>
<td>OTBS</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>2 Home Visiting Specialist - Early Head Start - Restricted</td>
<td>08/06/18</td>
<td>OTBS</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>3 Associate Teacher - Restricted</td>
<td>08/07/18</td>
<td>AIDES</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>4 Director I - Child Care Planning &amp; Support</td>
<td>08/07/18</td>
<td>LT</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>5 IT Support Specialist</td>
<td>08/16/18</td>
<td>OTBS</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>6 Supervisor - Public Information</td>
<td>08/27/18</td>
<td>LT</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>7 Director III - Internal Business Services</td>
<td>08/28/18</td>
<td>LT</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>8 Print Support Technician</td>
<td>09/06/18</td>
<td>OTBS</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>9 Paraeducator - Special Education</td>
<td>09/06/18</td>
<td>AIDES</td>
<td>5</td>
<td>Unranked</td>
</tr>
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</table>

I. Monthly Vacancy Status Report – September 19, 2018
Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY’S REPORT
Ex-Officio Secretary Muñoz reported on the following:

A. Classified Job Fair - Saturday, September 29, 2018
Classified Personnel Services is collaborating with Substitute Services and Administrative Services to host the Classified Job Fair on September 29, 2018.

B. Board’s Appointee to the Commission
The County Board of Education reappointed Mr. Gervase to a three year term to the Personnel Commission, commencing on December 1, 2018.

C. Staffing Update
Ms. Marisa Perry was promoted to Supervisor - Classification & Recruitment and Ms. Veronica Contreras was promoted to Supervisor - Substitute Services. A recruitment to fill the Executive Assistant position is underway.

D. SPCA/NC Fall Conference
Commission staff will be attending the SPCA/NC fall conference on October 7-9.
E. Investing for Impact
   Ex-Officio Secretary Muñoz updated the Commission regarding the SCCOE’s Investing for Impact focus for 2018/19, as well as the new goals, values and blue color theme.

VIII. CLOSED SESSION AT 10:49 A.M.
   A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
      Title: Director - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS
   The next Personnel Commission meeting is scheduled for Wednesday, October 17, 2018, at 10:00 a.m.

X. ADJOURNMENT
   The meeting adjourned at 11:34 a.m.

Respectfully submitted,

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission