Santa Clara County $\underbrace{\underbrace{\$}}_{\overline{\bullet}}$ Office of Education

PERSONNEL COMMISSION REGULAR MEETING #507 DECEMBER 8, 2021, 10:00 A.M. ZOOM VIRTUAL MEETING

https://sccoe.zoom.us/j/97808310279

DIAL IN NUMBER: 669 900 6833 MEETING ID: 978 0831 0279 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	Marisa Perry
Libby Spector, Member	Yasmeen Husain
	Linda Gore
	Yolanda Anguiano

OTHERS PRESENT	
Mary Ann Dewan	Tammy Dhanota
Larry Oshodi	Araceli Fonseca
Rod Adams	Pam Hale
Angela Ballou	Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #507-1: The Commission approved Agenda #507, December 8, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #507-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #507-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #506, November 10, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #507-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS None

VI. <u>NEW BUSINESS</u>

Public Hearing to Consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission A public hearing on the Personnel Commission's intended Joint Appointee was held at 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 Zoom Virtual Meeting (See above link)		Date: Time:	December 8, 10:00 a.m.	December 8, 2021 10:00 a.m.	
Open Heari	ng at:	10:02	a.m.	Motion: Second:	L. Spector N. Gervase	
				Vote:	Approved	
Close Heari	ng at:	10:07	a.m.	Motion:	L. Spector	
				Second:	N. Gervase	
				Vote:	Approved	

A. Appointment of the Intended Joint Appointee to the Personnel Commission

Motion #507-3: The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rod Adams, to the Personnel Commission, for the period December 8, 2021, thru November 30, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase. Motion #507-3: carried unanimously.

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rod Adams. A signed copy of the Oath of Office is on file. Mr. Adams thanked the commissioners and shared some comments about his appointment.

B. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #507-4: The Commission approved revising the classification specification, range modification and retitling the classification Director III – Government Relations to Executive Director – Government Relations, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #507-4: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #507-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #507-5: carried unanimously.

Classification

- Teacher Assistant II Restricted, Range 34.5
- D. Personnel Commission Annual Report 2020-2021

MOTION #507-6: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2020-2021 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams. **MOTION #507-6:** carried unanimously.

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

MOTION #507-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #507, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #507-7: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Student Services Specialist	11/03/21	OTBS	3	1
2	Administrative Research Assistant	11/05/21	OTBS	5	3
3	Licensed Vocational Nurse	11/09/21	OTBS	1	1
4	Associate Teacher - Infant/Toddler - Educare	11/09/21	AIDES	1	1
5	Paraeducator - Alternative Education	11/13/21	AIDES	1	1
6	Network Engineer	11/16/21	OTBS	5	5
7	Mental Health School Wellness Specialist	11/17/21	OTBS	9	1
8	Paraeducator - Special Education	11/17/21	AIDES	7	Unranked
9	ERSEA Compliance Specialist - Senior	11/18/21	OTBS	2	2
10	Paraeducator - Opportunity Youth Academy	11/18/21	AIDES	5	5
11	Network Engineer	11/29/21	OTBS	6	6
12	Senior Executive Assistant	11/30/21	LT	5	Unranked

F. Monthly Vacancy Status Report – December 8, 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:

- Commission staff met with the director of Opportunity Youth Academy to determine how to reach past graduates with appropriate employment opportunities. Developed an initial plan to get the message conveyed. Staff will be meeting with the committee to update the career page of the SCCOE website.
- The Department has received one-time funding to assist with additional advertising costs
- The annual Classified Seniority List will be published in January, 2022

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 12, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

Respectfully submitted,

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Marisa Perry Ex-Officio Secretary, Personnel Commission