PERSONNEL COMMISSION REGULAR MEETING #488 MAY 13, 2020, 10:00 A.M. ZOOM VIRTUAL MEETING

https://sccoe.zoom.us/j/95484834507?pwd=N25XSFozc1hXTEI1cDY4Vk5BNGIrQT09

DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 954 8483 4507
PASSWORD: 808497
APPROVED MINUTES

### I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

### II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT		
Libby Spector, President	Marisa Perry		
Nicholas Gervase, Vice President	Linda Gore		
Rodney Martin, Member	Meipo Flores		

OTHERS PRESENT	
Anisha Munshi	Sofia Fojas
Angela Ballou	Sonia Gutierrez
Marilyn DeRouen	Rema Kumar
Tammy Dhanota	Marcela Miranda

### III. APPROVAL OF AGENDA

**MOTION #488-1:** The Commission approved Agenda #488, May 13, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #488-1: carried unanimously.

### IV. APPROVAL OF MINUTES

**MOTION #488-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #486, March 11, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #488-2: carried unanimously.

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

# VI. <u>NEW BUSINESS</u>

### A. Approval of Establishing Classification and Associated Classification Specification

**MOTION #488-3:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #488-3: carried unanimously.

### Classification

Safe & Healthy Schools Specialist, Senior, Range 51.5

### B. Public Hearing for the 2020-2021 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission's proposed Budget for 2020-2021 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 13, 2020 Zoom Virtual Meeting (See above link) Time: 10:00 a.m.

Open Hearing at: 10:09 a.m. Motion: N. Gervase

Second: R. Martin

Vote: Approved

Close Hearing at: 10:12 a.m. Motion: R. Martin

Second: N. Gervase
Vote: Approved

## C. Approval and Adoption of 2020-2021 Personnel Commission Annual Budget

**Motion #488-4:** The Commissioners approved and adopted the 2020-2021 Personnel Commission Annual Budget, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #488-4: carried unanimously.

# ANNUAL BUDGET 2020-2021 – PERSONNEL COMMISSION SANTA CLARA COUNTY OFFICE OF EDUCATION

OBJECT CODE	DESCRIPTION	ADOPTED 2019-20 BUDGET	PROPOSED 2020-21 BUDGET	
2320-00	Administrative Assistant – Classified	104,977.00	113,344.00	
2360-00	Director – Classified	139,945.00	159,488.00	
2395-00	Other Management – Classified	125,929.00	146,462.00	
2425-00	Other Specialists/Technicians	221,140.00	240,846.00	
2485-00	Substitute Clerical & Office	0	0	
3000-00	Employee Benefits	269,163.00	295,042.00	
3402-00	Commissioner Benefits	31,094.00	31,094.00	
4000-00	Materials & Supplies	6,959.00	6,959.00	
5200-00	Travel & Conferences	4,565.00	4,615.00	
5277-00	Travel Recruitment	500.00	500.00	
5299-00	Mileage Reimbursement	312.00	312.00	
5300-00	Dues & Memberships	3,443.00	4,565.00	
5710-15	Print Services	6,877.00	6,877.00	
5800-00	Contract Services – Other	6,752.00	5,835.00	
5800-00	Commissioner Stipends	1,950.00	2,400.00	
5809-00	Advertising	31,256.00	31,256.00	

5819-00	Caterers	3,500.00	2,795.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
	TOTAL	\$ 960,002.00	\$1,054,030.00

- 2360-00 Director Classified: vacancy projected at step 4.
- 5200-00 Travel & Conferences: Proposed \$50 increase to reallocate funds to support travel and conferences.
- 5300-00 Dues & Memberships: Proposed \$1,122 increase to reallocate funds for increased dues expenses.
- 5800-00 Contract Services Other: Proposed \$917 reduction to reallocate funds to support other expenses.
- 5800-00 Commissioner Stipends: Proposed \$450 increase to reallocate funds to support three additional Special Meetings per fiscal year.
- 5819-00 Caterers: Proposed \$705 reduction to reallocate funds to support other expenses.

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

**MOTION #488-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #488, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #488-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Education Interpreter I/II	02/19/20	AIDES	1	1
2	Outdoor Recreation Specialist (Full-time)	03/02/20	AIDES	6	5
3	Outdoor Recreation Specialist (Part-time)	03/02/20	AIDES	4	4
4	Enterprise Network Engineer	03/11/20	OTBS	3	3
5	Network Administrator	03/13/20	OTBS	9	9

### E. Monthly Vacancy Status Report - May 13, 2020

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

### VII. <u>SECRETARY'S REPORT</u>

Ex-Officio Secretary Perry reported on the following:

### A. Office Updates

Information was provided regarding COE and Commission staff working from home and what the Office procedures are during the shelter-in-place. Angela Ballou provided information regarding teaching staff, trainings and distance learning.

### B. Layoffs

Ms. Perry provided information regarding the current layoffs. Marilyn DeRouen inquired about management position layoffs. Ms. Perry responded that there were management positions impacted. Ms. DeRouen also commented on the May budget revise and expressed her hope that contractors would not be used, as it takes away from public sector positions.

# VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 10, 2020, at 10:00 a.m.

# IX. <u>UNFINISHED BUSINESS - CLOSED SESSION (10:29 a.m.)</u>

**A.** Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

# X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:06 a.m.)

A. No actions taken.

### XI. ADJOURNMENT

The meeting adjourned at 11:07 a.m.

Respectfully submitted,

Marisa Perry

Ex-Officio Secretary, Personnel Commission