

**Regular Meeting**  
**SDCOE Personnel Commission**  
**Dec. 16, 2020**  
**9 a.m.**

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code Section 54953 Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the San Diego County Office of Education will conduct this meeting via video conference. One or more Personnel Commissioners will participate from remote locations via electronic means. Voting at this meeting shall be by roll call. This meeting will be accessible to members of the public via the URL link or phone number below.

Please copy the URL link into your browser address bar:

<https://sdcoe.zoom.us/j/89109097128?pwd=QnRna3orUkNMaXpUSWdmNUI1eXN1QT09>

Zoom Meeting ID: 891 0909 7128; Password: 967742

Or dial phone number (US): +1 669 900 9128 (West Coast)

Public comment will have two options:

1. The public may participate virtually or telephonically by notifying the PC recording secretary by noon the day prior to the meeting by contacting [mpantaleon@sdcoe.net](mailto:mpantaleon@sdcoe.net)
2. The public may also submit a written public comment by accessing the URL link under agenda item V and copy into a browser address bar. Written public comments will be accepted until 9 a.m. on the meeting date and will be read during the PC meeting at appropriate times.

**I. CALL TO ORDER and ROLL CALL**

Commissioner Esterbrooks opened the meeting at 9 a.m.

Maritess Pantaleon verbally confirmed that Personnel Commissioners Jim Esterbrooks, Chuck Huskey, and Miriam Rothman were all present by video conference.

**II. COMMUNICATIONS**

**1. Staff Update**

Chris Reising introduced Dr. Yolanda Rogers, acting assistant superintendent of human resources. Corey Nabonne, former Project Specialist, HR joined in his new role as classified director in Vista Unified.

**2. SDCOE Winter Break is Dec. 24, 2020 to Jan. 1, 2021**

Offices will be closed during this time and will reopen on Jan. 4, 2021.

Prior to action items, Commissioner Esterbrooks discussed the public comment process for the virtual meeting.

### **III. APPROVAL OF PROPOSED AGENDA**

*MSC (Rothman/Huskey) to approve the agenda for the Dec. 16, 2020 regular meeting as presented.*

### **IV. APPROVAL OF MINUTES**

#### **A. Regular Meeting – Nov. 18, 2020, 9 a.m., Video Conference**

*MSC (Huskey/Rothman) to approve the Nov. 18, 2020 minutes as presented.*

### **V. PUBLIC COMMENT**

Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the Governor has determined that a meeting format allowing for open in-person attendance is not practical or prudent. To participate in the "Public Comment" portion of the San Diego County Office of Education Personnel Commission's regular meeting, please use the form below.

Public comments will be accepted until 8:30 a.m. on the meeting date and will be read during the PC meeting at appropriate times.

As you are writing your comment, please keep in mind that the five (5) minute time limit still applies to all comments, even if they are being read by someone else.

Link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=nsds\\_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtUOVFMVlINOeg2TDFJUU9XUTNNWUcyM0VaRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=nsds_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtUOVFMVlINOeg2TDFJUU9XUTNNWUcyM0VaRy4u)

No public comment.

### **VI. RATIFICATION OF ACTIONS BY DIRECTOR**

#### **A. Reclassification of Existing Position**

##### **1. Administrative Assistant I**

Human Resources staff recommends that the Personnel Commission approve the following, effective August 1, 2020:

- a. Reclassify position number 30000913 and incumbent, Kelly Slocum, from Program Secretary to Administrative Assistant I, Classified Support Grade 044.

*MSC (Rothman/Huskey) to approve the recommendation as presented.*

### **VII. CLASSIFICATIONS**

#### **A. New Classifications - None**

**B. Classification of New Positions – None**

**C. Reclassification of Existing Position – None**

**D. Class Description – None**

**VIII. OTHER ACTION ITEMS**

**A. Election of Personnel Commissioner Officers for 2021**

Commissioner Rothman nominated Jim Esterbrooks to serve as chair and Commissioner Huskey agreed.

*MSC (Rothman/Huskey) to approve the recommendation.  
Commissioner Esterbrooks accepted.*

**IX. APPROVAL OF ELIGIBILITY LISTS**

Classification/Established Date:

1. Camp Maintenance Worker II, 11/5/2020
2. Manager, Budget and Accounting, 12/7/2020
3. Operations Distribution Worker, 12/7/2020

*MSC (Huskey/Rothman) to approve the eligibility lists as presented.*

**X. POSITION ANNOUNCEMENTS - NO ACTION**

Job bulletins are presented for information only.

1. Account Clerk II, Open
2. Administrative Assistant I, Open
3. Graphic Arts Technician, Open
4. Instructional Aide – DHH, Open
5. Manager, Budget and Accounting, Promotional

**XI. INFORMATION ITEMS - NO ACTION**

- A. Personnel and Separation reports for Nov. 2020 was shared.

**XII. COMMUNICATIONS**

Taken with agenda item XIII.

**XIII. EXECUTIVE SECRETARY'S REPORT**

Chris Reising shared:

- A. The SDCOE implemented routine testing program for all staff who are not 100% virtual. These identified staff members being tested in cohorts per public health guidance, once every two months.
- B. SDCOE and both respective employee groups – San Diego County Association of Educators and the California School Employees Association’s Chapter 568 signed MOUs for childcare stipend; this is offered to eligible employees that are required to work in-person at one of our sites. SDCOE leadership has agreed to offset the childcare challenges with a stipend.

**XIV. DATE OF NEXT MEETING**

- A. Regular Meeting – Jan. 20, 2021, 9 a.m., video conference via Zoom

**XV. ADJOURNMENT**

*MSC (Huskey/Rothman) to approve adjourning the meeting at 9:13 a.m.*

**Personnel Commission Approved:** MSC (Huskey/Esterbrooks)      **Date:** Jan. 20, 2020 (virtual meeting)