



## Personnel Commission Meeting February 19, 2019

### UNAPPROVED MINUTES

#### 1.0 CALL TO ORDER

- 1.1. Chairperson Rapoza called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance.
- 1.2. Establishment of Quorum.  
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane and Member, Lynn Miller.  
Guest: C.S.E.A. President, Rory Bruce.

#### 2.0 APPROVAL OF MINUTES/AGENDA

- 2.1. The minutes of the Personnel Commission meeting of January 15, 2019 were approved (Lane/Miller).  
Ayes: Unanimous  
Noes: None  
Abstain: None  
Absent: None
- 2.2. To accept the agenda (Miller/Lane).  
Ayes: Unanimous  
Noes: None  
Abstain: None  
Absent: None

#### 3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1. None.

#### 4.0 REPORTS

- 4.1. Chairperson or Member's Report
  - 4.1.1. None.
- 4.2. Senior Human Resources Director's Report
  - 4.2.1. Senior Human Resources Director Cope informed the Commission that the Santa Cruz COE has begun to create accessible electronic documents to ensure access to persons with disabilities.
  - 4.2.2. AB-1808 Classified School Employee Summer Assistance Program was signed into law in June 2018. The budget packet provides \$50 million in one-time funding for the Classified School Employee Summer Assistance Program. The program will provide dollar for dollar match on amounts withheld for employees employed for fewer than 12 months per fiscal year.

4.2.3. In an effort to go paperless, the Technology and Human Resources Departments are working together to align workflows. The Technology User's form is now being processed electronically, which automatically generates an email account for new employees.

## **5.0 CONSENT AGENDA**

5.1. The consent agenda was approved as submitted (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## **6.0 CORRESPONDENCE**

6.1. None.

## **7.0 OLD BUSINESS**

7.1. None.

## **8.0 NEW BUSINESS**

8.1. Classification/Reclassification Study Update

As a part of the on-going classification study, thirteen classifications under the Program and Financial Support Family will be studied. The Program and Financial Support Family classifications that will be studied consist of Financial Analyst; Account Specialist II; Account Specialist III; Account Specialist IV; Senior Credentials Analyst; Credential Analyst; Human Resources Assistant III; Human Resources Assistant II; Human Resources Assistant; Human Resources/Credential Technician; Human Resources Technician; Fiscal Accountant; and Purchasing Assistant. In addition, on November 1, 2018, all classified employees were notified of their rights to file a request for reclassification. Julie High, Ed.D. was hired as a consultant to conduct the 2019 classification/reclassification process. She will attend March's meeting.

8.2. In preparation of the 2019/2020 Personnel Commission budget, a summary of the 2018/2019 budget was distributed at the meeting for informational review. The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May, and is requesting that the Personnel Commission submit their adopted budget for 2019/2020 at their May 2019 meeting. Discussion followed.

## **9.0 SCHEDULE OF UPCOMING EVENTS**

9.1. March 19, 2019 Regular Meeting of the Personnel Commission at 2 p.m. in the Bay Conference Room at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

**10.0 ADJOURNMENT**

10.1. The meeting of the Personnel Commission was adjourned at 2:16 p.m.

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Attest:

**Troy Cope**

**Senior Director, Human Resources**