



Personnel Commission Meeting December 8, 2020

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance. The meeting was conducted on Zoom, a web-based video conferencing site, due to the coronavirus (COVID-19).
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza.
Guests: C.S.E.A President, Rory Bruce; Karina Mendez; Scott Mean-Hill; Xaloc Cabanes; and Yvanna Mar.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of November 17, 2020 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (Rapoza/Miller).
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 The Commissioners wished COE employees and families a Happy Holidays.
 - 4.1.2 Chairperson, Lane thanked HR staff for support and efficiency with Zoom meetings.
- 4.2 Senior Human Resources Director's Report
 - 4.2.1 Senior Director Cope provided an update on school closures, reopening and COVID-19 statistics. The plan for Santa Cruz COE staff to return to the office 50% of their FTE has been put on pause. Santa Cruz is listed as part of the Bay Area region and has moved to the "Purple Tier" of restrictions. Until a new update on cases is provided and the shelter-in-place order, Santa Cruz COE staff will maintain their current work from home schedules. Discussion followed.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

None.

8.0 NEW BUSINESS

8.1 Annual Reorganization of the Personnel Commission

In accordance with Merit Rule 2.104, the Commission is to elect officers for the coming year.

Motion: To approve the reorganization of the Personnel Commission with Commissioner Miller as Chairperson, Commissioner Rapoza as Vice Chairperson and Commissioner Lane as Member for 2021. (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 2021 Personnel Commission Meeting Schedule

In accordance with Merit Rule 2.201, the Commission shall set their regular meeting date and time for the upcoming year.

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 19, 2021	2:00 p.m.	TBD
February 16, 2021	2:00 p.m.	TBD
March 16, 2021	2:00 p.m.	TBD
April 20, 2021	2:00 p.m.	TBD
May 18, 2021	2:00 p.m.	TBD
June 15, 2021	2:00 p.m.	TBD
July 20, 2021	2:00 p.m.	TBD
August 17, 2021	2:00 p.m.	TBD
September 21, 2021	2:00 p.m.	TBD
October 19, 2021	2:00 p.m.	TBD
November 16, 2021	1:30 p.m.	TBD
December 14, 2021*	2:00 p.m.	TBD

* Meeting scheduled on the second Tuesday of the month due to holiday

Motion: To approve the 2021 Personnel Commission Meeting Schedule as listed above (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.3 New Classification—Assessment, Data and Technology Specialist, Alternative Education—First Reading—Action

Due to the increase in student enrollment, the Alternative Education Department has determined their need to create a new classification to provide specialized support with assessment, data reporting and technology management.

Motion: To approve the first reading of the newly proposed job description for Assessment, Data and Technology Specialist, Alternative Education (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 19, 2021, Regular Meeting of the Personnel Commission at 2 p.m. via Zoom video conference. Join through Zoom: <https://zoom.us/j/706384990>; Meeting ID:706384990

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:27 p.m.

Distribution:
Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A President
SCCOE Main Office Bulletin Board

Attest:

Troy Cope
Senior Director, Human Resources