



## **Personnel Commission Meeting January 21, 2020**

### **APPROVED MINUTES**

#### **1.0 CALL TO ORDER**

- 1.1 Chairperson Lane called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, Lawrence Lane and Vice Chairperson, Lynn Miller and Member, James Rapoza.

Guest: Rory Bruce, C.S.E.A. President.

#### **2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of December 10, 2019 were approved (Rapoza/Miller).  
Ayes: Unanimous  
Noes: None  
Abstain: None  
Absent: None
- 2.2 To accept the agenda with the removal of agenda item 7.1 Revision of Merit Rule 6.102, Probation (Rapoza/Miller).  
Ayes: Unanimous  
Noes: None  
Abstain: None  
Absent: None

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

- 3.1 Rory Bruce, C.S.E.A. President informed the Commission that Yolanda Gallardo and Rosa Rosas agreed to serve as the C.S.E.A. representatives on the Point Factoring Committee.

#### **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 Mary Hart, Deputy Superintendent, Business will retire in June 2020. Senior Director Cope informed the Commission that School Services of California will conduct the recruitment for Chief Business Officer.
  - 4.2.2 Senior Director Cope informed the Commission that he and Scott Mean-Hill attended PASSCo, January 16-17, 2020 in Sacramento.
  - 4.2.3 The Santa Cruz COE's Teachers' Recruitment Fair will be held on March 7, 2020.
  - 4.2.4 The Santa Cruz COE will celebrate the release of their five-year strategic plan on January 21, 2020 at Watsonville Plaza and on January 28, 2020 at the Santa Cruz Museum of Art and History.

## **5.0 CONSENT AGENDA**

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

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 New Classification—First Reading—Action

The Deputy Superintendent, Business classification was created in 2015. Due to a recent retirement, the classification was reviewed for currency and relevancy for recruitment purposes. The findings indicated that in order to attract qualified candidates, a new classification needed to be created in the order to be competitive in today's job market. With the current employee retiring at the end of June 2020, administration requested that the Chief Business Officer classification be approved at the first reading so they could begin the recruitment. Salary is currently being studied and a recommendation will be a part of this year's classification process. The County Office is in the process of designating the position as Senior Management. Discussion followed.

Motion: To approve the newly proposed job classification of Chief Business Officer at the "first reading." Salary will be studied and a recommendation will be submitted as a part of this year's classification process in June 2020. The Commission will address the recommendation to abolish the current classification of Deputy Superintendent, Business in June 2020 (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## **9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 February 18, 2020, 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 2:14 p.m.

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Attest:

**Troy Cope**  
**Senior Director, Human Resources**