



## **Personnel Commission Meeting July 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. The meeting was conducted on Zoom, a web-based video conferencing due to the coronavirus (COVID-19).

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza.

Guests: Rory Bruce, C.S.E.A. President; Toni Alldredge; Karina Mendez; Amy Dufour and Xaloc Cabanes.

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

2.1 The minutes of the Personnel Commission meeting of June 16, 2020 were approved (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

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

3.1 C.S.E.A. President Rory Bruce thanked Toni Alldredge, Human Resources and Jimmy Griffin, Maintenance and Operations for their service over the years as they get ready for retirement.

#### **4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 The Commissioners expressed their concerns for students and the community as Santa Cruz County was placed on the state's coronavirus monitoring list.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope announced Toni Alldredge's retirement from the Santa Cruz County Office of Education after 35 years. He thanked her for hard work and dedication.

#### **4.0 REPORTS (CONTINUED)**

##### 4.2 Senior Human Resources Director's Report

- 4.2.2 Senior Director Cope provided an update on COVID-19 and on school closures. The Santa Cruz COE sites and work spaces have been inspected and modified to create safe workplaces for students and employees. Senior Director Cope also mentioned that COE programs are preparing for hybrid teaching and learning.

#### **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 Existing Classification Revision: Confidential Senior Human Resources Specialist  
Due to an October 2020 retirement, the Human Resources Department will recruit and fill the vacancy at the Confidential Senior Human Resources Specialist level. The job description was revised for currency and relevancy.

Motion: To approve the revised job description for Confidential Senior Human Resources Specialist at a first reading to allow enough time to secure a new hire for the position.

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

#### **9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 August 18, 2020, Regular Meeting of the Personnel Commission at 2 p.m. via Zoom videoconference. 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 2:26 p.m.

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

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Attest:

**Troy Cope**

**Senior Director, Human Resources**