



## **Personnel Commission Meeting, March 24, 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 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 and Julie High, Ed.D., Consultant.

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

- 2.1 The minutes of the Personnel Commission meeting of February 18, 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 Chairperson Lane commented that he read an article in the Santa Cruz Sentinel about how Superintendent of Schools Faris Sabbah announced that due to the "shelter in place," schools extend closure plan for remote learning in wake of the order due to the COVID-19.
- 4.2 Senior Human Resources Director's Report
  - 4.2.1 Social distancing and distance learning practices have been put in place due to COVID-19 for all staff at the Santa Cruz County Office of Education.
  - 4.2.2 Karina Mendez, HR Technician attended the 2020 Annual C.S.P.C.A. Conference from February 20, 2020 through February 22, 2020 in San Francisco, CA.
  - 4.2.3 Toni Alldredge, HR Analyst; Scott Mean-Hill, HR Analyst; and Karina Mendez, HR Technician attended a HR Legal Update Workshop on February 26, 2020 in Monterey, CA.
  - 4.2.4 The Teacher Recruitment Fair held on March 4, 2020 was successful.
  - 4.2.5 Until the "shelter in place" is lifted due to COVID-19, the Commissioners agreed that all recruitments will be announced to all classified employees via their SCCOE email accounts.

## **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**

7.1 Classification/Reclassification Study Update

Consultant High, Ed.D. has completed all interviews and has almost completed the Classification/Reclassification Study preliminary report. Senior Human Resources Director, Troy Cope, mentioned that the Employee Committee met on March 20, 2020.

## **8.0 NEW BUSINESS**

8.1 Review of 2019/2020 Personnel Commission's Budget

The 2019/2020 Personnel Commission's budget was presented and reviewed. Member Rapoza asked for several years of previous budgets for comparison to be presented at next month's meeting.

## **9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 April 21, 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

SCCOE Board of Education

SCCOE Office Managers

C.S.E.A President

SCCOE Main Office Bulletin Board

Attest:

**Troy Cope**

**Senior Director, Human Resources**