



## **Personnel Commission Meeting November 17, 2020**

### **APPROVED MINUTES**

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

1.1 Chairperson Lane called the regular meeting to order at 2:11 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 and Member, James Rapoza.

Delayed Attendance: Vice Chairperson, Lynn Miller, due to technical difficulties

Guests: C.S.E.A President, Rory Bruce; Karina Mendez; Scott Mean-Hill; Xaloc Cabanes; Yvanna Mar; and Jason Borgen.

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

2.1 The minutes of the Personnel Commission meeting of October 20, 2020 were approved (Rapoza/Lane).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

2.2 To accept the agenda (Rapoza/Lane).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

#### **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 shared that they are aware of the Purple Tier update in regards to COVID-19 cases in Santa Cruz County.

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. Until a new update on cases is provided and Santa Cruz County moves out of the Purple Tier, Santa Cruz COE staff will maintain their current work from home schedules.

#### **5.0 CONSENT AGENDA**

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

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

## 6.0 CORRESPONDENCE

6.1 None.

## 7.0 OLD BUSINESS

7.1 New Classification—Network and Systems Administrator—Second Reading

With the higher reliance on technological services due to distance learning, the department's needs have expanded. A new classification of Network and Systems Administrator needs to be created in order to ensure there is ongoing and high quality service, security, and maintenance to the internet and network enterprise systems at a premier level for all districts and sites within the COE.

A revision to the job description after the first reading was submitted and Jason Borgen, Chief Technology Officer, provided a detailed explanation of what the job duties would consist of.

Motion: To approve the new job classification and job description as revised of Network and Systems Administrator, as well as, approve the Classified Employees' Point Factoring Committee's recommendation that the position be placed at Range 50 (\$6,990 to \$8,876) on the classified salary schedule (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 8.0 NEW BUSINESS

8.1 None.

## 9.0 SCHEDULE OF UPCOMING EVENTS

9.1 December 8, 2020, 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 2:24 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**