



## **Personnel Commission Meeting September 17, 2019**

### **APPROVED MINUTES**

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

- 1.1 Chairperson Rapoza called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, James Rapoza and Vice Chairperson, Lawrence Lane.  
Absent: Member, Lynn Miller.  
Guest: C.S.E.A. President, Rory Bruce.

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

- 2.1 The minutes of the Personnel Commission meeting of August 20, 2019 were approved.  
Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller
- 2.2 To accept the agenda.  
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 None.
- 4.2 Senior Human Resources Director's Report
  - 4.2.1 PASSco, Sacramento, September 5-6, 2019.
  - 4.2.2 Senior Director Cope informed the Commissioners that the AESOP substitute system, now known as Frontline, purchased ESCAPE (the HR/Payroll system). Frontline offers paperless on-boarding for all new hires and a company representative will attend one of the HR Personnel Directors upcoming meetings.
  - 4.2.3 Senior Director Cope stated that the new COE logo will be presented at the next Personnel Commission meeting.
  - 4.2.4 The Most Pressing Legal Issues Workshop, September 24, 2019.

#### **5.0 CONSENT AGENDA**

- 5.1 The consent agenda was approved as submitted.  
Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

## **6.0 CORRESPONDENCE**

6.1 None.

## **7.0 OLD BUSINESS**

Agenda Items: 7.1

Subject: New Classification—Second Reading  
Senior Director, Student Support Services Department

The findings indicated that the position's duties and responsibilities have expanded and far exceeds the responsibilities of the current Director, Student Support Services and Foster Youth Services position. It became evident that a change needed to be made. The recommendation is to develop a new classified management job classification. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. The recommended title will be Senior Director, Student Support Services Department. This constitutes a second reading.

Motion: To approve the new job classification for Senior Director, Student Support Services as a second reading.

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

## **8.0 NEW BUSINESS**

8.1 None.

## **9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 October 15, 2019 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 2:08 p.m.

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

**Troy Cope**  
Senior Director, Human Resources