



Personnel Commission Meeting April 19, 2022

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane and Member, Lynn Miller

Guests: Executive Director of Human Resources, Troy Cope; Consultant, Julie High, Ed.D.; Scott Mean-Hill; and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of March 15, 2022 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (Lane/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill thanked consultant Julie High, Ed.D. for her work during this year's Classification Study.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Miller mentioned how impressed he was with the COE for still being active in BASTA for the community for as long as it has. Commissioner Miller was involved in the grant to create this program.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope gave a COVID-19 update. There has been a slight uptick in cases but not a major rise. Home kits were sent to students and their families prior to Spring Break.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Lane/Miller).
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 2022 Initial Classification/Reclassification Study Report—Informational

Consultant Julie High, Ed.D. presented the 2022 Classification/Reclassification Study Report including recommendations. Discussion followed.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee's currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 17, 2022 meeting at 2 p.m.

8.2 Public Hearing—2022-2023 Personnel Commission's Proposed Budget

At 2:31 p.m., the Personnel Commission's 2022-2023 budget was presented for public comments. As there were none, the Commissioners moved forward to the adoption of the budget.

8.3 Close Public Hearing—2022-2023 Personnel Commission's Proposed Budget

At 2:32 p.m., the Public Hearing on the Personnel Commission's 2022-2023 budget was considered closed.

8.4 Adoption of the 2022-2023 Personnel Commission's Budget

Following discussion, a motion was made.

Motion: To approve the proposed 2022-2023 Personnel Commission budget in the amount of \$300,985.39 (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 May 17, 2022, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:33 p.m.

Distribution:

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Attest:

Troy Cope
Executive Director, Human Resources