Personnel Commission Meeting
August 16, 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

       Absent: Executive Director of Human Resources, Troy Cope

       Guests: Michele Sossoyan-Rix; Melissa Lopez; Scott Mean-Hill; and Karina Mendez,

2.0 APPROVAL OF MINUTES/AGENDA
   2.1 The minutes of the Personnel Commission meeting of July 19, 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 None.

4.0 REPORTS
   4.1 Chairperson or Member’s Report
       4.1.1 The Commissioners wished all staff a successful and healthful year. They were
           impressed with the transition of this school year.
   4.2 Executive Director, Human Resources’ Report
       4.2.1 Executive Director Cope gave a COVID-19 update. Mask mandates have changed
           to highly recommended, testing is still available through Inspire Diagnostics throughout
           the County.
       4.2.2 Executive Director Cope spoke about the beginning of the year activities, Admin
           Kickoff, Manager Retreat, and Staff Orientation Day. Bonnie Shinliver, Senior
           Instructional Aide, Special Education and Veronica Ramirez, Senior Instructional Aide
           Alternative Education, Court and Community, were recognized for being Santa Cruz COE
           employees for 30 years and for 40 years (respectively). The Santa Cruz COE Annual
           Survey results were presented to the Commissioners.
5.0 CONSENT AGENDA
  5.1 The consent agenda (5.1-5.5) 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 C.S.E.A., Chapter 484’s Appointee to the Personnel Commission—Information

    In accordance with Section Education Code 45246, the appointment of Commissioner Rapoza will expire on December 1, 2022. Commissioner Rapoza is the appointee of the Classified School Employees’ Association, Chapter 484.

    CSEA was notified and CSEA Representative Sossoyan-Rix said they were going to include this as an item on their next agenda. Commissioner Rapoza agreed to serve another three-year term if approved.

  8.2 New Classification—First Reading—Manager, Business Operations—Action

    Due to the constant need to fill positions due to vacancies or leaves, the department has seen the need to have a roving manager for all departments within Business Services. 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 Manager, Business Operations. This constitutes a first reading. The state of emergency in the Business Services Department was discussed and the approval at a first reading was requested.

    Motion: To approve the newly created classification and job description for Manager, Business Operations ($99,799 to $127,376) at the first reading (Miller/Lane).
    Ayes: Unanimous
    Noes: None
    Abstain: None
    Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS
  9.1 September 20, 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 2:16 p.m.

Distribution:
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Attest:

Troy Cope
Executive Director, Human Resources