



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:

Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
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Attest:

Troy Cope
Executive Director, Human Resources