Personnel Commission Meeting
June 15, 2021

APPROVED MINUTES

1.0 CALL TO ORDER
1.1 Chairperson Miller called the regular meeting to order at 2:03 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, Lynn Miller; Vice Chairperson, James Rapoza; and Member, Lawrence Lane
   Guests: Julie High, Ed.D.; Karina Mendez; and Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA
2.1 The minutes of the Personnel Commission meeting of May 18, 2021 were approved as amended (Rapoza/Lane).
   Ayes: Unanimous
   Noes: None
   Abstain: None
   Absent: None
2.2 To accept the agenda (Lane/Rapoza).
   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 None.
4.2 Senior Human Resources Director’s Report
   4.2.1 Senior Director Cope provided an update on COVID-19, stating that Santa Cruz County numbers are looking better. He expressed his gratitude for Dr. Faris Sabah, Jason Borgen, Miguel Rocha, Verenise Valentin and all those involved for all their contributions to the vaccination effort.
   4.2.2 Graduation week for Alternative and Special Education was amazing and a happy occasion for all graduating students, with some in-person and some online graduations.
5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Rapoza/Lane).
   Ayes: Unanimous
   Noes: None
   Abstain: None
   Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Receptionist II—Second Reading (motion following agenda item 7.5)

   As a part of the 2021 Classification process, the consultant recommended that a new
classification for Receptionist II be created which would identify the important and
essential duties specifically required for the classification.

7.2 New Classification—Director, Information Technology—Second Reading (motion
following agenda item 7.5)

   As a part of the Educational Management Solutions (EMS) Classification process, the
consultant recommended that a new classification for Director, Information Technology
be created which would identify the important and essential duties specifically required
for the classification.

7.3 New Classification—Executive Director, Fiscal Services—Second Reading (motion
following agenda item 7.5)

   As a part of the Educational Management Solutions (EMS) Classification process, the
consultant recommended that a new classification for Executive Director, Fiscal Services
be created which would identify the important and essential duties specifically required
for the classification.

7.4 New Classification—Executive Director, Human Resources—Second Reading (motion
following agenda item 7.5)

   As a part of the Educational Management Solutions (EMS) Classification process, the
consultant recommended that a new classification for Executive Director, Human
Resources be created which would identify the important and essential duties specifically
required for the classification.
7.0 OLD BUSINESS (CONTINUED)

7.5 New Classification—Manager, Digital Communications—Second Reading

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Manager, Digital Communications be created which would identify the important and essential duties specifically required for the classification.

Motion: Approve agenda items 7.1 - 7.5 as a second reading (Lane/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

7.6 2021 Classified Classification/Reclassification Study and Classified Management Study

The final 2021 Classified Classification/Reclassification Study and Classified Management Study were discussed and position allocations and job descriptions were presented. No appeals were submitted to the Commission for review.

Motion: Approve the entire 2021 Classified Classification/Reclassification Study and Classified Management Study including position allocations and job descriptions (Rapoza/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

8.0 NEW BUSINESS

8.1 2021 Classification of Incumbents

Since the Commission took action under agenda item 7.6 and adopted the Classified Classification/Reclassification Study and the Classified Management Study, it is necessary to take action to reclassify the incumbents working in the classifications. The new classifications are as follows:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Current Classification</th>
<th>Recommended Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Beverly</td>
<td>Manager, Business Information Systems</td>
<td>Director, Information Technology</td>
</tr>
<tr>
<td>Troy Cope</td>
<td>Senior Director, Human Resources, Classified</td>
<td>Executive Director, Human Resources, Classified</td>
</tr>
<tr>
<td>Rebecca Olker</td>
<td>Senior Director, Fiscal Services</td>
<td>Executive Director, Fiscal Services</td>
</tr>
<tr>
<td>Felicia Smith</td>
<td>Receptionist</td>
<td>Receptionist II</td>
</tr>
</tbody>
</table>

Motion: Approve the reclassification of the above incumbents (Lane/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
9.0 SCHEDULE OF UPCOMING EVENTS
9.1 July 20, 2021, Regular Meeting of the Personnel Commission at 2:12 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 2:12 p.m.

Distribution:
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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