



Personnel Commission Meeting November 15, 2022

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:02 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; Scott Mean-Hill, and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of October 18, 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 the Commissioners for their continuing support and said Happy Thanksgiving to everyone.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 None

4.2 Executive Director, Human Resources' Report

4.2.1 Executive Director Cope gave a COVID-19 update. Positive cases are being tested through water waste to create the current data, numbers continue to be low. There was a small outbreak in a Special Education location though no major symptoms were reported by staff. Recommendations are to continue to get tested and mask while indoors. Protocols will continue to be in place in all schools as we head into holiday seasons. The good news is that hospital beds in Santa Cruz County are not full and the deaths are not increasing.

4.2.2 Executive Director Cope discussed his most recent experience at PASSCo which is a regional meeting with Human Resources Directors to share their practices. He was able to present how the Santa Cruz County was able to handle the recent active shooter hoax using the Incident Command Academy trainings. Discussion followed about protocols and their experiences.

4.2.3 Prior to COVID-19, the Commissioners were invited to a Luncheon for the holidays and end of the year. Executive Director Cope asked the Commissioners if they were interested in restarting this event. Discussion followed.

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 and 6.2 Memorandums regarding the 2023 Classification and Reclassification Study were reviewed.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 2023 Classification/Reclassification Study

For the 2023 classification study, five classifications under the Instructional Support Family will be studied. The classifications that will be studied consist of Instructional Aide, Alternative Education; Instructional Aide, Autism Support (Special Education); Instructional Aide, Special Education; Program Assistant, Outdoor Education; and Program Coordinator, Outdoor Education.

The classification committee consists of a representative/s from C.S.E.A., a confidential employee and a management representative. Troy Cope, Executive Director of Human Resources, will serve as the facilitator.

All classified employees were notified of their right to file a request for reclassification on November 1, 2022.

Julie High, Ed.D. will serve as the consultant for the Classification and Reclassification Study.

9.0 CLOSED SESSION

9.1 The Commission adjourned into a closed session at 2:17 p.m. to discuss the Classified Evaluation for Executive Director, Human Resources, Classified.

10.0 OPEN SESSION

10.1 The Commission reconvened at 2:29 p.m. and reported that the Classified Evaluation for Executive Director, Human Resources, Classified was completed.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 December 13, 2022, Regular Meeting of the Personnel Commission at 1:30 p.m. in the Board Conference Room, 400 Encinal Street, Santa Cruz, CA 95060.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 2:30 p.m.

Distribution:

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

Troy Cope
Executive Director, Human Resources