



Personnel Commission Meeting October 19, 2021

APPROVED MINUTES

1.0 CALL TO ORDER

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

Guests: Scott Mean-Hill and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of September 21, 2021 were approved (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 C.S.E.A President Bruce was not in attendance but expressed his comment via writing prior to the meeting. He stated "I wish to thank everyone in Human Resources and the Personnel Commission for doing their best to recruit, hire, and train new classroom staff. Classified staff are, however, continuing to work under staff shortages resulting from Easter Seals and Balance for Kids staffing shortages in the classroom. Everyone is doing their best to address the shortages with grit, flexibility, and humor." Discussion followed.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 The Commissioners expressed that it was nice to hold a meeting in-person and were thankful to the Human Resources team for their support while on Zoom since March 2020.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope gave a COVID-19 update. He stated that local data was looking better and that the transmission trends would continue to be followed to determine the protocols that will be put in place. He stated that Inspire Diagnostics will now be used as a center for surveillance testing, boosters and vaccinations to younger students. He expressed how proud he was of COE staff and noted that transmissions remained low in the classrooms.

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 The Correspondence received by C.S.E.A President, Rory Bruce was discussed in Agenda Item 3.1.

7.0 OLD BUSINESS

7.1 New Classification—Manager, COVID-19—Second Reading—Action

Due to the increase of duties and protocols as a result of the COVID-19 pandemic, there is a need for a Classified Management position to provide support to ensure all policies and procedures are followed. 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, COVID-19.

Motion: To approve the newly created classification and job description for Manager, COVID-19 (\$96,426 to \$117,207) as a second reading (Lane/Rapoza).

Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

8.0 NEW BUSINESS

8.1 None.

9.0 CLOSED SESSION

9.1 The Commission adjourned into a closed session at 2:16 p.m. to discuss the Classified Evaluation for Executive Director, Human Resources, Classified.

9.2 During the closed session that began at 2:16 p.m. the Commission also discussed an employee dismissal/release.

10.0 OPEN SESSION

10.1 The Commission reconvened at 2:54 p.m. and reported that the Classified Evaluation for Executive Director, Human Resources, Classified will be completed next month.

10.2 The Commission did not report-out in regards to the employee dismissal/release.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 October 19, 2021, Regular Meeting of the Personnel Commission at 2:00 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 2:55 p.m.

Distribution:

Personnel Commission
Dr. Faris Sabbah, Superintendent

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Attest:

Troy Cope
Executive Director, Human Resources