



Personnel Commission Meeting September 21, 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. 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 and Vice Chairperson, James Rapoza.

Absent: Member, Lawrence Lane.

Guests: C.S.E.A President, Rory Bruce; Karina Mendez and Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of August 17, 2021 were approved (Rapoza/Miller).

Ayes: Miller, Rapoza

Noes: None

Abstain: None

Absent: Lane

2.2 To accept the agenda (Rapoza/Miller).

Ayes: Miller, Rapoza

Noes: None

Abstain: None

Absent: Lane

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A President Bruce expressed the Classified employees' concerns about staff and students working hard but it is challenging due to needing more employees which is causing burnout, stress, low morale and lack of retention. Discussions followed. The Commissioners wanted staff to know they are appreciated and they understand the hardships COVID has caused.

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 acknowledged the difficulties of COVID-19 strict guidelines and staff shortage. He informed of the recruitment efforts and testing sites that are being set up to alleviate some of the hardships faced.

4.2.2 The ability to host virtual meetings under emergency provisions of the Brown Act are expiring, therefore beginning October 1, 2021 Personnel Commission meetings will return to in-person. Current requirements state if a Commissioner needs to be in attendance virtually then they would need to post the notice at their location and allow public entry. The exception to this is if there is a statement that explains that the next meeting will be virtual due to the emergency of COVID-19. Discussion followed. The Commissioners agreed to have in-person meetings since staff are also expected to be in-person.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Rapoza/Miller).

Ayes: Miller, Rapoza

Noes: None

Abstain: None

Absent: Lane

6.0 CORRESPONDENCE

6.1 The flyer for the 2021 SPCA/NC Annual Conference was presented.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 New Classification—Manager, COVID-19—First 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 proposed job description for Manager, COVID-19 at the first reading (Rapoza/Miller).

Ayes: Miller, Rapoza

Noes: None

Abstain: None

Absent: Lane

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 2:28 p.m. and reported that the Classified Evaluation for Executive Director, Human Resources, Classified will be completed next month.

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 2:29 p.m.

Distribution:

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Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
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C.S.E.A President
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Attest:

Troy Cope
Executive Director, Human Resources