



Personnel Commission Meeting July 18, 2023

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane and Member, James Rapoza

Absent: Vice Chairperson, Lynn Miller

Guests: Executive Director of Human Resources, Troy Cope, Scott Mean-Hill, Melissa Lopez, Michele Sossoyan-Rix and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of June 20, 2023 were approved (Rapoza/Lane).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

2.2 To accept the agenda as amended (Rapoza/Lane).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

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 Executive Director, Human Resources' Report

4.2.1 Executive Director Cope discussed all the Special Education efforts made by HR staff to fill 17 vacancies with teacher and instructional aide positions due to staff leaving and getting more student referrals for the 2023-2024 school year. He discussed the hiring bonus incentive that was created for the Department and thanked the Superintendent, Deputy Superintendent of Business and the union for their collaborative efforts to put this incentive in place.

4.2.2 He also gave recognition to all staff that participate in the rollover from one fiscal year to the next fiscal year and thanked them for all the behind the scenes work that goes into starting a new school year. The Commissioners also recognized the Business and HR departments for their work.

4.2.3 Executive Director Cope invited the Personnel Commissioners to attend the first day of school for staff called Orientation Day on August 7, 2023 at the Twins Lake Church Monschke Hall at 9 a.m.

5.0 CONSENT AGENDA

5.1 The consent agenda (5.1-5.5) was approved as submitted (Rapoza/Lane).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Second Reading—Coordinator, Maintenance and Operations

Due to the growing facility needs for the Santa Cruz COE, there is a need for a Classified Management position to be responsive to these needs. This position will provide increased support and training for Maintenance and Operations personnel. Response time to facility and maintenance requests will improve and the department will be able to meet the demands of the annual Williams Settlement inspections. This increase in service will benefit students, staff, and districts that are supported by the Santa Cruz COE. 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 Coordinator, Maintenance and Operations. This constituted a second reading.

Motion: To approve the new classification and job description for Coordinator, Maintenance and Operations (\$107,784 to \$137,566) (Rapoza/Lane).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

8.0 NEW BUSINESS

8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 August 15, 2023, 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 2:07 p.m.

Attest:
Troy Cope
Executive Director, Human Resources

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