



Personnel Commission Meeting April 18, 2023

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza

Guests: Executive Director of Human Resources, Troy Cope, Scott Mean-Hill, Joey Stanbra, Melissa Lopez, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 21, 2023 were approved (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda as amended (Miller/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 Executive Director, Human Resources' Report

4.2.1 Executive Director Cope invited the Commissioners to attend the Staff Appreciation Picnic held on May 10, 2023 at 1 p.m. at the Anna Jean Cummings County Park.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Second Reading—Coordinator, Family Engagement—Action

Due to wanting to create more communication and opportunities to involve families, students, and the community with our school organizations and personnel, there is a need for a classified management position to provide support to ensure all stakeholders have the information and skills needed to foster a positive and community-lead environment. 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, Family Engagement. This constitutes a second reading.

Motion: To approve the new classification and job description for Coordinator, Family Engagement (\$99,799 to \$127,376) (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.2 New Classification—Second Reading—Educator Recruitment, Retention and Effectiveness Organizer—Action

Due to the county-wide teacher shortage and as an effort in establishing the Educator Pipeline, there is a need to create a new classified position to help with the recruitment and retention of educators interested in becoming teachers. The recommended title will be Educator Recruitment, Retention and Effectiveness Organizer. Administration and the Classified Employees' Point Factoring Committee met on Tuesday, April 11, 2023 and point-factored the job description. This constitutes a second reading.

Motion: To approve the new classification and job description for Educator Recruitment, Retention and Effectiveness Organizer as well as approve the Classified Employees' Point Factoring Committee's recommendation that the position be placed at Range 47 (\$6,938 to \$8,813) on the classified salary schedule (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 New Classification—First Reading—Behavior Management Technician—Action

Due to our autism programs being projected to start the school year near capacity, particularly in the three elementary school programs. We added an additional program this year but did not increase behavioral staffing levels. Our current BCBA is also supporting multiple students within our Severely Handicapped (SH) strand; we have seen an increase in the demands for behavioral support in our Post-Senior programs. When a student requires direct behavioral support, it leaves all other 14 programs without BCBA support. We are projected to start with over 110 students next year, up from 90 just five years ago, yet we have not added additional providers to provide behavior modification services. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Behavior Management Technician. This constitutes a first reading.

Motion: To approve the proposed job description for Behavior Management Technician as a first reading (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 2023 Initial Classification/Reclassification Study Report by Julie High Ed.D., Consultant—Discussion

Consultant Julie High, Ed.D. presented the 2023 preliminary Classification/Reclassification Study report for classified employees along with recommendations to the Personnel Commission during the meeting. Discussion followed.

The Instructional Aide classification recommendation would affect the Senior Instructional Aide career ladder so Executive Director Cope proposed to postpone consideration to increase the Senior Instructional Aide range until the Classification Study is approved by the Personnel Commission. He also proposed keeping classifications that are on a career ladder together for review during the Classification Study process.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee's currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 16, 2023 meeting at 2 p.m.

8.3 Open Public Hearing—2023-2024 Personnel Commission's Proposed Budget

At 2:26 p.m., the Personnel Commission's 2023-2024 budget was presented for public comments. Scott Mean-Hill thanked Melissa Lopez, Terra Lee, and Brooke Rosso in the Business Department for their support, accuracy and seamless process in budget development. The Commissioners moved forward to the adoption of the budget.

8.4 Close Public Hearing—2023-2024 Personnel Commission's Proposed Budget

At 2:29 p.m., the Public Hearing on the Personnel Commission's 2022-2023 budget was considered closed.

8.5 Adoption of the 2023-2024 Personnel Commission's Budget

Following discussion, a motion was made.

Motion: To approve the proposed 2023-2024 Personnel Commission budget in the amount of \$312,391.37 (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 16, 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 2:30 p.m.

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Attest:

Troy Cope
Executive Director, Human Resources