



## **Personnel Commission Meeting September 19, 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, Melissa Lopez, Scott Mean-Hill, and Karina Mendez

#### **2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of August 15, 2023 were approved (Rapoza/Lane).  
Ayes: Lane, Rapoza  
Noes: None  
Abstain: None  
Absent: Miller
- 2.2 To accept the agenda as submitted (Rapoza/Lane).  
Ayes: Lane, Rapoza  
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 shared that Kirk Osborn, Account Specialist IV, has passed away. Kirk worked for the Santa Cruz COE for 20 years and was part of the Business Department. He was known as the Commissioner for the football picking league and helped make for a fun football potluck. Kirk belonged to the CSEA union negotiations team and was a big help during COVID to make our PPE purchasing orders. Kirk Osborn will be missed at the COE.

#### **5.0 CONSENT AGENDA**

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Rapoza/Lane).  
Ayes: Lane, Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 None.

**8.0 NEW BUSINESS**

8.1 None.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 October 17, 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 2:05 p.m.

Attest:

**Troy Cope**

**Executive Director, Human Resources**

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

SCCOE Board of Education

SCCOE Office Managers

C.S.E.A President

SCCOE Main Office Bulletin Board