



Personnel Commission Meeting December 12, 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; Vice Chairperson, Lynn Miller and Member, James Rapoza

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 November 14, 2023 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill thanked the commissioners for all they have done this year and wished them a happy new year.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 The Commissioners thanked the Business and Human Resources Department for all their support. They wished all staff a happy and safe holiday season and happy new year.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope shared that Sexual Harassment Prevention and Ethics trainings must be completed through Keenan Safe Schools. These will be assigned electronically for completion.
 - 4.2.2 He also talked about a visitor incident that occurred on December 5, 2023 and what visitor protocols will be modified for the building to minimize staff and students disruptions, such as adding signage and an electronic visitors log.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Second Reading—Director, Technology: Security, Infrastructure and Compliance—Action

Due to the Coordinator, Technology Infrastructure and Security position being opened for over a year without qualified candidates, the department has decided to change the position to a director level instead. This would add specific duties related to new compliance protocols that have been put in place over the last year which includes LEAs to report cyber attacks to the state and the increased level of work needed to receive federal e-rate funds. Since 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 Director, Technology: Security, Infrastructure and Compliance. This constitutes a second reading.

Motion: To approve the newly created classification and job description for Director, Technology: Security, Infrastructure and Compliance (\$118,832 to \$151,663) at the second reading (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.2 New Classification—Second Reading—Data Engineer—Information

7.3 New Classification—Second Reading—Software Engineer—Information

7.4 New Classification—Second Reading—Student Data Coordinator (CALPADS and SIS)—Information

Items 7.2 to 7.4 have been placed on hold at the second reading until the Director, Technology: Security, Infrastructure and Compliance position is filled and they can give feedback on these job descriptions.

8.0 NEW BUSINESS

8.1 Annual Reorganization of the Personnel Commission—Action

In accordance with Merit Rule 2.104, the Commission is to elect officers for the coming year.

Motion: To approve the reorganization of the commissioners as follows: Chairperson, Lynn Miller; Vice Chairperson, James Rapoza and Member, Lawrence Lane for the 2024 calendar year (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 2024 Personnel Commission Meeting Schedule—Action

In accordance with Merit Rule 2.201, the Commission shall set their regular meeting date and time for the upcoming year. The proposed meeting schedule for 2024 is as follows:

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 16, 2024	2:00 p.m.	Board Room
February 20, 2024	2:00 p.m.	Board Room
March 19, 2024	2:00 p.m.	Board Room
April 16, 2024	2:00 p.m.	Board Room
May 21, 2024	2:00 p.m.	Board Room
June 18, 2024	2:00 p.m.	Board Room
July 16, 2024	2:00 p.m.	Board Room
August 20, 2024	2:00 p.m.	Board Room
September 17, 2024	2:00 p.m.	Board Room
October 15, 2024	2:00 p.m.	Board Room
November 19, 2024	2:00 p.m.	Board Room
December 17, 2024	2:00 p.m.	Board Room

Motion: To approve the 2024 Personnel Commission Meeting Schedule as listed above (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 16, 2024, 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 2:25 p.m.

Attest:

Troy Cope
Executive Director, Human Resources

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