



## **Personnel Commission Meeting February 20, 2024**

### 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.
- 1.2 Establishment of Quorum.  
Present: Chairperson, Lynn Miller; Vice Chairperson, James Rapoza and Member, Lawrence Lane

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

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

- 2.1 The minutes of the Personnel Commission meeting of January 16, 2024 were approved with amendments (Rapoza/Lane).  
Ayes: Unanimous  
Noes: None  
Abstain: None  
Absent: None
- 2.2 To accept the agenda as submitted (Lane/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 The commissioners thanked the HR staff for their help with forms and trainings.
  - 4.1.2 The commissioners questioned whether the lack of attendance was due to severe weather. Discussion followed and Executive Director Cope explained that weather is one variable but data is being collected to investigate other causes for lack of attendance.
- 4.2 Executive Director, Human Resources' Report
  - 4.2.1 Executive Director Cope stated that the Classified Employee grant is now active and classified employees throughout the county are applying to receive funds towards tuition in order to pursue a credential.
  - 4.2.2 He also mentioned the Migrant Head Start Program transition to Pajaro Valley Unified School District (PVUSD). All services will be moved to PVUSD therefore all COE positions will be laid off June 30, 2024. All employees affected have been given enough notice to be able to decide their next steps and are being supported by the COE and the union. Discussion followed.

## 5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 6.0 CORRESPONDENCE

6.1 None.

## 7.0 OLD BUSINESS

7.1 None.

## 8.0 NEW BUSINESS

8.1 2024 Classification/Reclassification Study Information and Calendar—Information

**Background:** As a part of the ongoing classification study, the classifications that will be studied under the Instructional Support Family are: Alternative Media Assistant, Visually Impaired; Alternative Media Specialist, Visually Impaired; Campus Supervisor; Guidance Counselor Technician I; Guidance Counselor Technician II; Parent Support Representative; and Work Experience Specialist. In addition, on November 1, 2023, all classified employees were notified of their rights to file a request for reclassification. Julie High, Ed.D. was hired as a consultant to conduct the 2024 classification/reclassification process.

**Current Status:** Interviews have been completed for employees who wanted to take part in the Classification Study. Four reclassification requests were received by the deadline date of February 1, 2024. Supervisor interviews will begin as part of the Classification Study process.

8.2 Review of 2023-2024 and Three-Year Lookback of Personnel Commission's Budget—Information

In preparation of the 2024-2025 Personnel Commission budget, a summary of the 2023-2024 budget and a three-year look back was distributed at the meeting for informational review. The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May, and is requesting that the Personnel Commission submit their adopted budget for 2024-2025 by the May 2024 meeting. In order to coincide with the budget development timeline, the Personnel Commission will begin review of their budget at next month's meeting.

No major changes or increases are anticipated for next year. The state's cost of living adjustment is not anticipated to be high for next year. There are no anticipated fund removals for next school year. We have seen a 20% decrease in enrollment. The COE and districts hope to find some solutions to this issue.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 March 19, 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 2:14 p.m.

Attest:

**Troy Cope**

**Executive Director, Human Resources**

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

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