



Personnel Commission Meeting March 19, 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: Director of Fiscal Services, Melissa Lopez, Scott Mean-Hill, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 20, 2024 were approved (Lane/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill thanked Melissa Lopez for covering during Executive Director Cope's absence. He also gave an update on Migrant Head Start staff that two staff members will transfer to other positions, one will retire, and one has chosen to be laid off by May 27, 2024. Lastly, he briefly reported on the CSPCA Conference held in Monterey on March 3 to 5, 2024 that he and Karina Mendez attended.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 None.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 2024 Classification/Reclassification Study Update 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. Four reclassification requests were received by the deadline date of February 1, 2024. Julie High, Ed.D. was hired as a consultant to conduct the 2024 classification/reclassification process.

Current Status: Supervisor interviews have begun as part of the Classification Study process. A preliminary report will be presented to the Commissioners at the April 16, 2024 meeting. Recommendations will then be shared with employees and their supervisors.

8.0 NEW BUSINESS

8.1 2024-2025 Personnel Commission's Preliminary Budget—Information

In preparation of the 2024-2025 Personnel Commission budget approval during the April meeting, the preliminary budget was passed out during the meeting for review. Director of Fiscal Services Lopez said that increases on salary will not be available until June. The Commissioners thanked the HR and Business Departments for their support in managing the budgets. Discussion followed.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 April 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 2:07 p.m.

Attest:

Troy Cope

Executive Director, Human Resources

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

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