



Personnel Commission Meeting December 17, 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: Chief HR Officer, 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 19, 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 wished the Commissioners Happy Holidays and thanked them for the goodies they brought the HR Department.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Miller thanked the staff and the other Commissioners for their support this year

4.2 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope discussed an update on the Future Educator Summer Academy. This is expected to begin this Extended School Year for 4 weeks in June 2025. This academy will allow recent high school graduates to apply for jobs or go to school to become educators. Students who receive the Inspiring Educator Award will be invited to attend the academy.

4.2.2 He also shared a hard copy of the annual report for the Santa Cruz COE. On February 13, 2025, 6:00 p.m. - 7:30 p.m. the Santa Cruz COE will celebrate the school community at the Live Oak Resource Center. He invited the Commissioners to attend and let them know the official invite would be sent via email in the future.

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 Email from CSEA President, Rory Bruce
C.S.E.A President Bruce emailed the Commissioners to thank them for their dedicated service and wished them a happy holiday.

7.0 OLD BUSINESS

- 7.1 New Classification—Second Reading—Mental Health Counselor I—Action
7.2 New Classification—Second Reading—Mental Health Counselor II—Action
7.3 New Classification—Second Reading—Mental Health Counselor III—Action

Background: The Student Support Services and Alternative Education Departments are in the process of both professionalizing the counseling staff and services to reflect increased skill and scope in the mental health services realm, as well as beginning to set up infrastructure for new billing opportunities to generate insurance coverage revenue for those services. These new refinements and capacities will need additional administrative oversight that currently exceeds the existing administrator's abilities and will entail certain expertise that a licensed clinical professional can bring to both therapeutic oversight and supervision on the programmatic level and quality assurance and guidance on the billing front. Having them be a classified administrator also ensures the correct amount of authority for non-clinical directives, which will prevent duplication of management meetings, personnel activities (such as evaluations), and allow other assigned duties related to the overall running of both departments, truly expanding the leadership and innovations. To this end, SSS and Alt Ed are proposing a new Mental Health Counselor Series of job descriptions as followed:

Extending this transformation of mental health counselors at the COE, the addition of new roles called a Mental Health Counselor I, II or III will more accurately describe the expanding clinical expertise required to serve all students in a tiered approach from mild to severe symptoms. The orientation towards increased therapeutic skill and the requisite documentation of those services to seek billing submissions from commercial and Medi-Cal insurance are at the heart of the requested changes.

Mental Health Counselor I would be somewhat equivalent to a Guidance Counselor Tech II in terms of compensation and level of classified staff. It wouldn't require any graduate degrees, credentials or licenses. Rather, this would be a "rehabilitation" level counselor with a BA likely and some years of relevant experience. It could also be overlaid with a Wellness Coach certification, which would enable the billing for this level of staff. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Mental Health Counselor I. Administration and the Classified Employees' Point Factoring

Committee met on Tuesday, November 12, 2024 and point factored the job description. This constitutes a second reading.

Mental Health Counselor II is aimed at the intern level staff member who has received a masters or higher degree, registered with the appropriate state board for pursuing licensing and can bill under their intern number. It would also help with long term retention as staff receive higher levels of education and state licensing progress, especially in this area of mental health services, where it can be hard to find applicants as the skill level required increases. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Mental Health Counselor II. Administration and the Classified Employees' Point Factoring Committee met on Tuesday, November 12, 2024 and point factored the job description. This constitutes a second reading.

Mental Health Counselor III is the last in the proposed series and replaces an old classified position known as a Family Services Counselor, which was for licensed mental health therapists. Like the MHC II position, it also adds retention ability to the COE in terms of fully licensed and professional staff, which will be increasingly important as billing and commercial insurance revenue generation gets fully underway. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Mental Health Counselor III. Administration and the Classified Employees' Point Factoring Committee met on Tuesday, November 12, 2024 and point factored the job description. This constitutes a second reading.

Motion: To approve the new classifications and proposed job descriptions as well as approve the Classified Employees' Point Factoring Committee's recommendations that the positions be placed as follows on the classified salary schedule:

Mental Health Consultant I at Range 37 under the Instructional Support Family (\$6,039 to \$7,643)

Mental Health Consultant II at Range 45 under the Professional Services Family (\$7,287 to \$9,257)

Mental Health Consultant III at Range 54 under the Professional Services Family (\$9,035 to \$11,492)

(Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 Annual Reorganization of the Personnel Commission—Action

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

Motion: To approve the 2025 reorganization of the Personnel Commission to be as follows:

Chairperson, James Rapoza

Vice Chairperson, Lawrence Lane

Member, Lynn Miller (Lane/Rapoza)

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 2025 Personnel Commission Meeting Schedule—Action

Background: In accordance with Merit Rule 2.201, the Commission shall set their regular meeting date and time for the upcoming year.

Last year, Personnel Commission meetings were scheduled on the third Tuesday of the month. The proposed meeting schedule for 2025 is as follows:

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 21, 2025	2:00 p.m.	Board Room
February 18, 2025	2:00 p.m.	Board Room
March 18, 2025	2:00 p.m.	Board Room
April 15, 2025	2:00 p.m.	Board Room
May 20, 2025	2:00 p.m.	Board Room
June 17, 2025	2:00 p.m.	Board Room
July 15, 2025	2:00 p.m.	Board Room
August 19, 2025	2:00 p.m.	Board Room
September 16, 2025	2:00 p.m.	Board Room
October 21, 2025	2:00 p.m.	Board Room
November 18, 2025	2:00 p.m.	Board Room
December 16, 2025	2:00 p.m.	Board Room

Motion: To approve the 2025 Personnel Commission Meeting Schedule as presented (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 21, 2025, Regular Meeting of the Personnel Commission at 2:00 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 2:09 p.m.

Attest:

Troy Cope
Chief Human Resources Officer

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent of Schools

SCCOE Board of Education

SCCOE Office Managers

C.S.E.A President

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