



Personnel Commission Meeting November 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: Chief HR Officer, Troy Cope; Scott Mean-Hill, and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of October 15, 2024 were approved (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 Scott Mean-Hill wished the Commissioners a Happy Thanksgiving.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Miller expressed that he likes the transparency of information on the Santa Cruz COE website.

4.2 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope gave an update about the Classified Grant which allows classified employees an opportunity to work towards getting a Bachelor's degree and/or a teaching credential. There is now an incentive for those who accomplish the following goals: \$750 for a Bachelor's degree, \$1,250 for an intern credential and \$2,000 for a preliminary credential. There was an informational night held to discuss the grant and there were about 25 educators in attendance.

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 New Classification—First Reading—Coordinator, Mental Health and Wellness—Action

7.2 New Classification—First Reading—Mental Health Counselor I—Information

7.3 New Classification—First Reading—Mental Health Counselor II—Information

7.4 New Classification—First Reading—Mental Health Counselor III—Information

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:

The activities noted above are largely that of the **Coordinator, Mental Health & Wellness** - which falls on the existing classified management scale for Coordinators/Managers. 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 Coordinator, Mental Health & Wellness. This constitutes a second reading.

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 has been temporarily placed on hold.

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 has been temporarily placed on hold.

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 has been temporarily placed on hold.

Motion: To approve the newly created classification and job description for Coordinator, Mental Health & Wellness (\$109,943 to \$140,317) from Agenda Item 7.1 (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.5 New Classification—Second Reading—Coordinator, Student Leadership and Engagement—Action

Background: The Student Leadership and Engagement Coordinator position was created to meet the needs of student-involved programs throughout Santa Cruz County. As the programs facilitated by the Santa Cruz COE have increased in numbers and scope, there is the need for supervisory responsibilities including managing multiple youth leadership group advisors who are currently under the supervision of the Director of Communications and Engagement. As our organizational goals have expanded, there is a need to create the Coordinator, Student Leadership and Engagement as a Classified Management position to oversee the ongoing development and growth of the COE's student leadership programs and partnerships. 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 Coordinator, Student Leadership and Engagement. This constitutes a second reading.

Motion: To approve the newly created classification and job description for Coordinator, Student Leadership and Engagement (\$109,943 to \$140,317) (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 2025 Classification/Reclassification Study—Information

Background: The Santa Cruz County Office of Education has developed an annual classification plan in which identified classifications are studied on a regular basis every six to seven years. The plan has allowed the Santa Cruz County Office of Education to consistently study classifications on a regular basis to ensure internal salary alignment and current classified job descriptions. The annual classification plan does not negate the necessity of performing the annual reclassification studies requested by staff.

For the 2025 classification study, seven classifications under the Technology Support Family will be studied. The classifications that will be studied consist of Network and Systems Architect; Network Support Specialist; Senior Systems Support Liaison; Student Data Coordinator (CALPADS and SIS); Systems Engineer; Systems Support Liaison; Technology Infrastructure Analyst; Technology Support Technician; and Web Technician and Digital Media Producer.

The Personnel Commission staff will collect the necessary data from comparable agencies and update job descriptions. An outside consultant, Julie High, Ed.D., will conduct interviews with staff and managers, analyze data and write reports.

The classification committee consists of a representative/s from C.S.E.A., a confidential employee and a management representative. Troy Cope, Chief Human Resources Officer, will serve as the facilitator.

All classified employees were notified of their right to file a request for reclassification on November 5, 2024.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 December 17, 2024, 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 2:11 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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