



Personnel Commission Meeting February 18, 2025

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, James Rapoza; Vice Chairperson, Lawrence Lane; and Member, Lynn Miller

Guests: Chief HR Officer, Troy Cope; Rory Bruce, Michael Paynter, and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of January 21, 2025 were approved (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda as submitted (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A President, Bruce, mentioned the concerns that the union and staff are having in regards to the Department of Education funding slowing and affecting hiring. Discussion followed but Chief HR Officer Cope gave reassurance that the funding at the COE would not halt hiring nor cause current staff to be directly affected. He encouraged staff to bring up any concerns.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope stated that the "Celebrating Our School Community" Event on February 13, 2025 in Live Oak was well attended and fun.

4.2.2 He also discussed the support for students, families, and staff surrounding immigration and LGBTQIA+ rights during the executive order threats to education. Communication to employees is constant to make everyone aware that immigration officials are not just allowed to come into our schools or access records without proper documentation. The message for staff and community is that the educational community is here to protect and support all students that identify with the LGBTQIA+ community and regardless of immigration status.

4.2.3 The Santa Cruz Youth Resource Bank presented during the COE-all meeting about how to donate, network, and access their resources for our students. There is now another pick up spot at Sequoia Schools as well as the COE.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Second Reading—School Health Billing and Reimbursement Coordinator—Action

Background: With the new behavioral health billing and revenue opportunities provided by the larger Children and Youth Behavioral Health Initiative (CYBHI) launched by the state of California and specifically the Department of Health Care Services (DHCS) among others, there will be a tremendous need for new billing capacities at the Santa Cruz County Office of Education. The COE plans to be the hub for the 10 north county school districts (9 comprehensive districts, plus COE) in providing support in the areas of billing submission, insurance information collection, claim denials and technical problem solving with third party administrative portals. This position would support that technical assistance with other districts, while also supporting the direct revenue generation for the COE's various departments who can bill this new Multi-Payer Fee Schedule. Lastly, as part of the new billing model, Enhanced Care Management (ECM) with the Central Coast Alliance for Health, Schools MediCal Administrative Activities (SMAA) and LEA BOP (Local Education Agency Billing Option Program) would also be braided into some of the functions this new role can help track, implement and improve as schools blend all of these options to create the ideal combination of usage at each school district, or even each site. This role will work closely with the business department, the director of behavioral health and other district leaders. It will be housed and supervised by the Student Support Services Department.

The recommended title will be School Health Billing and Reimbursement Coordinator. Administration and the Classified Employees' Point Factoring Committee met on Thursday, February 13, 2025 and point factored the job description. This constitutes a second reading. Discussion followed.

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:

School Health Billing and Reimbursement Coordinator at Range 44 under the Instructional Support Family (\$7,119 to \$9,035) (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 2025 Classification/Reclassification Study Information and Calendar—Information

Background: As a part of the ongoing classification study, the classifications that will be studied under the Technology Support Family are: 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. In addition, on November 5, 2024, 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 2025 classification/reclassification process.

Current Status: Interviews are being held for employees who wanted to take part in the Classification Study. No reclassification requests were received by the deadline date of February 1, 2025. Supervisor interviews will begin as part of the Classification Study process.

8.2 Review of 2024-2025 and Three-Year Lookback Personnel Commission's Budget

In preparation of the 2025-2026 Personnel Commission budget, a summary of the 2024-2025 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 2025-2026 by the May 2025 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 only differences seen from the standard is that there is a budget line to remodel the HR lobby and that the staff salary line was changed due to the Reclassification Study results from last year.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 March 18, 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 2:17 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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