



## **Personnel Commission Meeting April 21, 2026**

### **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; and Member, Murry Schekman  
Absent: Vice Chairperson, James Rapoza;

Guests: Chief HR Officer, Troy Cope; Shaelyn Plascencia; Jacklyn Nicholson; Brooke Rosso; Lauren Demasi; Karlee Suba; Alejandro Martinez; Mallory Sainsbury, Melissa Lopez; Michele Sossoyan-Rix; Scott Mean-Hill; and Karina Mendez.

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

- 2.1 The minutes of the Personnel Commission meeting of March 17, 2026 were approved (Schekman/ Miller).  
Ayes: Miller, Schekman  
Noes: None  
Abstain: None  
Absent: Rapoza
- 2.2 To accept the agenda as submitted (Schekman/Miller).  
Ayes: Miller, Schekman  
Noes: None  
Abstain: None  
Absent: Rapoza

#### **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 None
- 4.2 Chief Human Resources Officer's Report
  - 4.2.1 Chief HR Officer Cope thanked Julie High, Ed.D. for putting together the Classification/Reclassification Study Report and the HR staff for their support.
  - 4.2.2 He also announced that Stephanie Gomez was selected as the Deputy Superintendent, Business and will start on July 1, 2026. He also thanked Rebecca Olker, current interim Deputy Superintendent, Business, and expressed his appreciation for her support in this transition.

#### **5.0 CONSENT AGENDA**

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

## **6.0 CORRESPONDENCE**

6.1 None.

## **7.0 OLD BUSINESS**

7.1 New Classification—Second Reading—Director, Fiscal Services, Facilities and Operation—Action

Background: The position of Director of Maintenance and Operations has been vacant since August 2025. Through the recruitment process and ongoing day-to-day operations of the department, a need has been identified to broaden the fiscal oversight responsibilities of the position. Therefore, there is a need to create the Director, Fiscal Services, Facilities and Operations as a Classified Management position to include additional fiscal responsibilities to help support the department. By combining facilities and fiscal oversight, the department will be able to improve coordination between facility planning and financial management, and strengthen fiscal accountability for facilities expenditures, and will allow the COE to manage projects and budgets more efficiently and effectively. 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 Director, Fiscal Services, Facilities and Operations. This constitutes a second reading.

Motion: To approve the second reading of the new classifications and proposed job description for Director, Fiscal Services, Facilities and Operations (\$127,271 to \$162,435) (Schekman/Miller).

Ayes: Miller, Schekman

Noes: None

Abstain: None

Absent: Rapoza

## **8.0 NEW BUSINESS**

8.1 2026 Classification/Reclassification Study Information and Calendar—Information

Consultant Julie High, Ed.D. presented the 2026 preliminary Classification/Reclassification Study report for classified employees along with recommendations to the Personnel Commission during the meeting. Discussion followed.

This year's ongoing study would consist of classifications that fall under the Program and Financial Support Family and the Confidential Family will be: Account Specialist II; Account Specialist III; Account Specialist IV; Credentials Analyst; Educator Recruitment, Retention and Effectiveness Organizer; Executive Assistant (Confidential); Financial Analyst; Fiscal Accountant; Human Resources Analyst (Confidential); Human Resources Analyst, Certificated (Confidential); Human Resources Assistant; Human Resources Assistant II; Human Resources Assistant III; Human Resources Technician; Human Resources/Credentials Technician; Senior Account Specialist, Benefits; Senior Account Specialist, Retirement Reporting; Senior Account Specialist, Revenue and

Apportionment; Senior Administrative Secretary (Confidential); Senior Credentials Analyst; Senior Executive Assistant (Confidential); Senior Financial Analyst; Senior Human Resources Analyst (Confidential); Senior Human Resources Specialist (Confidential); and Superintendent's Executive Assistant (Confidential). For the Reclassification Study, the Community Organizer classification will be studied as one request was received by the deadline date.

The following steps were involved in the study:

- a. current position title and number of employees in each classification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employees currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 19, 2026 meeting at 2 p.m.

#### 8.2 Open Public Hearing—2026-2027 Personnel Commission's Proposed Budget

At 2:25 p.m., the Personnel Commission's 2026-2027 budget was presented for public comments. The Commissioners moved forward to the adoption of the budget.

#### 8.3 Close Public Hearing—2026-2027 Personnel Commission's Proposed Budget

At 2:28 p.m., the Public Hearing on the Personnel Commission's 2026-2027 budget was considered closed.

#### 8.4 Adoption of the 2026-2027 Personnel Commission Proposed Budget

Following discussion, a motion was made.

Motion: To approve the proposed 2026-2027 Personnel Commission budget in the amount of \$366,973.95 (Schekman/Miller).

Ayes: Miller, Schekman

Noes: None

Abstain: None

Absent: Rapoza

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 May 19, 2026, 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 2:29 p.m.

Attest:

**Troy Cope**

**Chief Human Resources Officer**

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