



## **PERSONNEL COMMISSION AGENDA**

### **September 20, 2016 at 2 p.m., Bay Conference Room**

- 1.0 CALL TO ORDER**
  - 1.1 Call to Order
  - 1.2 Establishment of Quorum  
Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane and Member, Lynn Miller.
  - 1.3 Pledge of Allegiance
- 2.0 APPROVAL OF AGENDA/MINUTES**
  - 2.1 Minutes of August 16, 2016 Action
  - 2.2 Approval of Agenda Action
- 3.0 COMMENTS AND SUGGESTIONS FROM EMPLOYEES OR GUESTS**

Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on the matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's office for placement on a future agenda.
- 4.0 REPORTS**
  - 4.1 Chairperson or Member's Report
  - 4.2 Human Resources Director's Report
- 5.0 CONSENT AGENDA** Action
  - 5.1 Employees' Appointments, Promotions, Demotions and Transfers
  - 5.2 Employees' Leaves of Absences
  - 5.3 Employees' Separations from Service
  - 5.4 Examinations in Progress and Eligibility Lists Established  
*Information concerning the Consent items listed above has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the consent list, the item(s) will be approved at one time by the Personnel Commission Members.*
  - 5.5 Eligibility Lists Established
- 6.0 CORRESPONDENCE**
  - 6.1 2016 SPCA Northern CA Fall Conference, October 21-23, 2016 in Reno, NV
  - 6.2 CSPCA Annual Conference, January 26-29, 2017 in San Francisco
- 7.0 OLD BUSINESS**
  - 7.1 C.S.E.A.'s Appointee to the Personnel Commission Information
- 8.0 NEW BUSINESS**
  - 8.1 Existing Classification Revision: Project Coordinator, MAA/LEC 7 Action
- 9.0 CLOSED SESSION**
  - 9.1 Evaluation of Personnel: Human Resources Director
- 10.0 OPEN SESSION**
  - 10.1 Report Out: The Commission will announce actions, if any, taken in closed session.
- 11.0 SCHEDULE OF UPCOMING EVENTS**
  - 11.1 October 18, 2016, Regular Meeting of the Personnel Commission, Bay Conference Room at 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA, 95060.
- 12.0 ADJOURNMENT**