



APPROVED MINUTES

Personnel Commission Meeting January 19, 2010

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:32 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Absent: Member, Keith Parkhurst.

Guest: Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of December 15, 2009 were approved (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: Parkhurst

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

Ayes: Unanimous Noes: None

Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison, C.S.E.A. Co-President reported that C.S.E.A. Chapter 484 voted in their Executive Board members as follows: Co-Presidents, Heather Hutchison and Cathy Potts Sales; Vice President, Maren Hurn; Secretary, Desma Beltran; Treasurer, Pam Crowell; Sergeant-at-Arms, Anne McManus Weaver; and Recorder, Lori Davenport.

4.0 REPORTS

4.1 Chairperson or Member's Report

Commissioner Lane and Commissioner Rapoza stated that they will not be attending the 2010 C.S.P.C.A. Annual Conference, February 18-21, 2010 in Irvine.

4.2 Human Resources Director's Report

Soquel Union Elementary School District is contracting automated substitute services (AESOP) through the Santa Cruz County Office of Education. Training was to begin this morning, but was canceled due to the storm. Training for the substitutes is scheduled on January 25, and the training for teachers is scheduled on January 27, 2010.

Director Outtrim informed the Commission that the Santa Cruz County Office of Education hosted a CECC EPICS Users Group Meeting on December 19, 2009.

Director Outtrim will attend the WRIPAC Job Analysis Training on January 28-29, 2010 in Sacramento.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
CPR First Aide Training was scheduled on January 22, 2010, but has to be rescheduled.

The Santa Cruz County Office of Education's Safety Committee is sponsoring a Keenan Safe Schools Safety Training Lunch and Learning Strategies on January 21, 2010.

- 4.3 Deputy Superintendent's Report
None.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved (Lane/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: Parkhurst

6.0 CORRESPONDENCE

- 6.1 Correspondence from Associate Superintendent Finlay on the 2010/2011 Budget Preparation

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Schedule of Regular Personnel Commission Meeting for 2010
Motion made that Commissioner Rapoza to approve the schedule of regular Personnel Commission meetings for 2010 (Lane/Rapoza).

Ayes: Unanimous Noes: None
Abstain: None Absent: Parkhurst

- 8.2 Reclassification Study Information and Calendar
All classified employees were notified of their right to file a request for reclassification. Requests for reclassification are due to the Human Resources Department no later than February 1, 2010. The 2010 Reclassification Request Timeline was presented.

- 8.3 Revision of Merit Rule 4.103 – Disqualification of Applicants
Director Outtrim informed the Commission that she became aware of a gap in Merit Rule 4.103—Disqualification of Applicants. Director Outtrim pointed out that the Human Resources Director has the ability to disqualify applicants for failing to respond after the eligibility list has been established, but does not have the ability to disqualify applicants earlier in the process for failure to report to any scheduled examination. Discussion followed. Following the discussion, the Commission felt that the language provided for the necessary discretion needed for the Director to disqualify applicants who fail to appear for scheduled examinations.

Motion: Move to approve the addition of item "K" to Merit Rule 4.103—Disqualification of Applicants and revise the subsequent letter changes of L, M and N. This constitutes a first reading (Lane/Rapoza).

Ayes: Unanimous Noes: None
Abstain: None Absent: Parkhurst

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for February 16, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

10.1 The meeting of the Personnel Commission was adjourned at 3:10 p.m.

Distribution: Personnel Commissioners
 Michael C. Watkins, Superintendent
 SCCOE Board of Education
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Attest:

Traci Outtrim

Traci Outtrim, Director of Human Resources