

APPROVED MINUTES

Personnel Commission Meeting
January 19, 2016

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:03 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza and Vice Chairperson, Lawrence Lane.

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

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of December 8, 2015 were approved.
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda.
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President Hutchison announced that C.S.E.A., Chapter 484 will be having their installation dinner at the Hideout restaurant in Aptos. Officers for 2016 are as follows: President, Heather Hutchison; Vice President, Tiffanie Meschi; Sharon Wright-Miller, Recorder; Scott Mean-Hill, Secretary; Kirk Osborn, Sergeant at Arms and Michelle Coffman, Treasurer.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Human Resources Director's Report
 - 4.2.1 Director Cope will be attending PASSCo, January 28-29, 2016.
 - 4.2.2 Director Cope announced that the Santa Cruz COE is offering Professional Development for classified employees.
 - 4.2.3 Classified Evaluation Training for managers was held on January 13, 2016.
 - 4.2.4 The Santa Cruz COE will be offering a review of new legislation impacting education for 2016 on February 3, 2016. Carl Corbin, General Counselor of School & Legal Services will be the presenter.
 - 4.2.5 Sexual Harassment Prevention Training for Managers will be held on March 3, 2016.
 - 4.2.6 On March 29, 2016, School & Legal Services will be providing training on leaves.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted.
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 None

7.0 OLD BUSINESS

- 7.1 Joint's Appointee to the Personnel Commission
7.1.1 Director Cope informed the Commission that Commissioner Wall is now a special advisor to the Superintendent. According to Merit Rule 2.1011.B "During the term of service, a member of the Commission shall not be an employee of the Santa Cruz County Office of Education." A replacement for Commissioner Wall has not been found. Heather Hutchison said that she would check in with Cathy Potts-Sales to see if she would be interested in the opening.

8.0 NEW BUSINESS

- 8.1 Classification/Reclassification Study Information and Calendar
On November 2, 2015, Director Cope notified all classified employees of their right to file a request for reclassification. Reclassification requests are due to Human Resources no later than February 1, 2016. A classification/reclassification timeline was presented to the Commission.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 February 16, 2016 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

- 10.1 The meeting of the Personnel Commission was adjourned at 2:24 p.m.

Distribution: Personnel Commission
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President
SCCOE Main Office Bulletin Board

Troy Cope

Attest: Troy Cope, Human Resources Director