



APPROVED MINUTES

Personnel Commission Meeting
January 20, 2009

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:31 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Mike James, Deputy Superintendent; Desma Beltran, C.S.E.A. Representative; Alice Talnack, Associate Superintendent; and Denise Pitman-Rosas, Human Resources Assistant II.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of December 16, 2008 were approved.

Ayes: Lane/Rapoza Noes: None

Abstain: Parkhurst Absent: None

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report

Commissioner Lane announced that he attended a Board of Trustees presentation for local school districts.

4.0 REPORTS, continued

4.2 Human Resources Director's Report

Director Outtrim introduced Denise Pitman-Rosas, HR Assistant II.

The annual football luncheon was held on January 20, 2009. The Human Resources Department won the award for the worst COE football team for scoring the lowest total team points in the Annual Football Eaters and Feeders "Pool."

Director Outtrim informed the Commission that she, Sue Corso and Denise Pitman-Rosas attended the on-line event registration training (OMS) conducted by the SCCOE Technology Department on January 8, 2009.

Director Outtrim announced the following upcoming events:

- a. ADA Workshop (SCLS), January 27, 2009
- b. Layoff Workshop (Littler/Mendelson), February 4, 2009
- c. Upcoming Holidays/Office Closure: February 9, 2009 and February 16, 2009
- d. Budget Workshop (ACSA), February 18, 2009

4.3 Deputy Superintendent's Report

Deputy Superintendent James announced that on January 16, 2009 administration met with S.C.C.E.A./C.T.A. and C.S.E.A. in order to provide both units with updated budget information.

The Santa Cruz County Office of Education will not receive the State COLA originally outlined in the fall budget agreement. In light of the news, a memorandum was sent to all managers requesting them to cut back on capital expenditures, travel and etc. With Director Outtrim's assistance, Superintendent Watkins is also looking at opportunities to utilize in-house employees before hiring from the outside.

Articles to be "sunshined" for 2009/2010 negotiations will be presented at the Board meeting on February 19, 2009.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Lane/Rapoza).

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

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Schedule of Regular Meetings for 2009

The schedule of regular meetings for the 2009 Personnel Commission meetings was presented. Note that the new start time for regular meetings has been changed to 2:30 p.m.

8.2 Reclassification Study Information and Calendar

On November 14, 2008, all classified employees were notified of their right to file a request for reclassification. The deadline for reclassification requests is Monday, February 2, 2009. Director Outtrim distributed and reviewed the 2009 Reclassification Request Process Timeline. To date, Human Resources has not received any requests.

8.3 State/SCCOE Budget Update

Director Outtrim provided the Commission information on the state budget crisis and the effects on public education. Discussion followed. Superintendent Watkins is speaking with both bargaining units and his priority will be to minimize the impact on employees. Director Outtrim said that she is also reviewing the Personnel Commission budget in the event of mid-year reductions. Commissioner Parkhurst commended Director Outtrim in being fair across the board. Commissioner Lane requested that if any recommended reductions were being brought forth to the Commission that previous budgets are also presented for comparisons for a fully informed discussion.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 The regular Personnel Commission meeting is scheduled on February 17, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 3:01 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
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Traci Outtrim

Attest: Traci Outtrim, Director of Human Resources