

APPROVED MINUTES

Personnel Commission Meeting
January 21, 2014

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2:03 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, Keith Parkhurst; Member, James Rapoza.

Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison and Human Resources/Credential Technician, Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of December 10, 2013 were approved.
Ayes: Rapoza/Parkhurst Noes: None
Abstain: Lane Absent: None
- 2.3 To accept the agenda (Parkhurst/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Superintendent Watkins thanked the Personnel Commissioners for their service and discussed plans in recruiting a Human Resources Director.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
4.1.1 Chairperson Lane emphasized the importance of maintaining the current classification/reclassification study and setting the Personnel Commission's budget despite not having a current Human Resources Director.
- 4.2 Deputy Superintendent's Report
4.2.1 Deputy Superintendent Wall informed the Commission that during the last Personnel Director's meeting, the Employee Assistance Program was reviewed with those attending.

CONSENT AGENDA

- 5.0 5.1 The consent agenda was approved as submitted (Rapoza/Parkhurst).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 Information from George Cole, C.S.P.C.A. Executive Director
6.2 Memo to SCCOE staff from Megan Corey
6.3 Letter of resignation to Personnel Commission from Megan Corey
6.4 Letter of resignation to Bryan Wall from Megan Corey

7.0 OLD BUSINESS

7.1 None

8.0 NEW BUSINESS

8.1 Recruitment of Human Resources Director

Deputy Superintendent Wall informed the Personnel Commission that Superintendent Watkins is interested in recruiting for a full-time Human Resources Director (50% Personnel Commission and 50% Superintendent). A recruitment timeline will be presented at the next Personnel Commission Meeting. Deputy Superintendent Wall will serve as the interim administrator over the Human Resources Department.

8.2 Classification/Reclassification Status Update

Deputy Superintendent Wall assured the Commission that the County Office will continue with the classification/reclassification study. As a part of the on-going classification study, the Maintenance family was identified and will be studied this year. In addition, on November 1, 2013, all classified employees were informed of their rights to file a request for reclassification. Ken Thomas was hired as the consultant to conduct the classification/reclassification process.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 February 18, 2014 Regular Meeting of the Personnel Commission, Bay Conference Room, 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 2:29 p.m.

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

Attest: Toni Alldredge, Human Resources Analyst