



*APPROVED MINUTES*

## Personnel Commission Meeting February 16, 2010

### **1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 2:30 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

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

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 January 19, 2010 were approved (Lane/Rapoza).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: Parkhurst

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

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  
None.

4.2 Human Resources Director's Report

4.2.1 Denise Pitman-Rosas is attending the CCTC Credentials Academy.

4.2.2 The Safety Committee sponsored a Diversity Awareness Lunch and Learn on January 21, 2010.

4.2.3 Soquel Elementary USD contracted automated substitute services (AESOP) through the Santa Cruz COE. Staff and Sub trainings were provided by HR staff on January 25-28, 2010.

4.2.4 "Leaves" Training on January 26, 2010 conducted by School & College Legal Sv

4.2.5 Director Outtrim attended a PASSCo meeting on February 4, 2010 in Sacto.

4.2.6 On February 5, 2010, Director Outtrim attended an ACSA Region 10 Breakfast on the state budget crisis in public education.

4.2.7 On February 9, 2010, the COE sponsored a Webinar on the Activity Supervisor Certificate of Clearance, a new Certificate being issued by CCTC in July 2010 .

4.2.8 The Human Resources staff attended a SYEP planning meeting on February 9, 2010.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued
  - 4.2.9 Director Outtrim reported on the following upcoming events:
    - 4.2.9.1 EPICS/Reports 2000 District Training , February 17, 2010.
    - 4.2.9.2 Layoff Refresher Workshop, February 18, 2010.
    - 4.2.9.3 Conflict Management Lunch and Learn, February 18, 2010.
    - 4.2.9.4 CASBO Workshop: Customer Service HR Database, February 19, 2010.
    - 4.2.9.5 Strategies for Negotiations, March 5, 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 (former) Associate Superintendent Finlay on the 2010/2011 Budget Preparation.

**7.0 OLD BUSINESS**

- 7.1 Revision of Merit Rule 4.103-Disqualification of Applicants: Second Reading—Final Approval  
Revision of Merit Rule 4.103—Disqualification of Applicants was presented as a second reading. Motion to move approval the revision of Merit Rule 4.103 as presented (Lane/Parkhurst).

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

**8.0 NEW BUSINESS**

- 8.1 Review of 2009/2010 Personnel Commission Budget  
In order to prepare for the 2010/2011 Personnel Commission Budget, a summary of the 2009/2010 budget was reviewed. Discussion followed. In order to coincide with the Santa Cruz County Office of Education's budget development process, the Personnel Commission shall officially review their 2010/2011 budget at next month's meeting.
- 8.2 Reclassification Study  
On November 10, 2009, Director Outtrim notified all classified employees of their right to file a request for reclassification. On February 1, 2010, five reclassification requests were received. A preliminary review will be presented to Cabinet and to the Commissioners at the next Personnel Commission meeting.

**9.0**      **SCHEDULE OF UPCOMING EVENTS**

9.1      The regular Personnel Commission meeting is scheduled for March 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 3:04 p.m.

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

***Traci Outtrim***

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Traci Outtrim, Director of Human Resources