

APPROVED MINUTES

Personnel Commission Meeting
February 16, 2016

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2 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. Representative, Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of January 19, 2016 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. Representative Mean-Hill said that C.S.E.A., Chapter 484 installation dinner was held at the Hideout restaurant in Aptos. Robin Butterworth, C.S.E.A.'s Regional Representative also attended the installation dinner. 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 Commissioner Lane and Commissioner Rapoza congratulated Superintendent Watkins on being accepted as the Tony Hill Memorial recipient.
- 4.1.2 Commissioner Lane asked Director Cope if he would be attending the 2016 Annual CSPCA Conference, February 25-28, 2016 in Anaheim, California. Director Cope stated that he would not be in attendance. Commissioner Lane stated that he would like some information on what was presented at the conference.
- 4.2 Human Resources Director's Report
- 4.2.1 On March 3, 2016, the Santa Cruz COE will provide sexual harassment prevention training. Sexual harassment prevention training is offered to all supervisors within six months of hire and every two years thereafter.
- 4.2.2 On March 29, 2016, School and Legal Services will present a leaves training.
- 4.2.3 Director Cope announced that the Santa Cruz COE is offering training to Personnel Directors on creating reports in Digital Schools on February 23, 2016.
- 4.2.4 Director Cope informed the Commission that the Santa Cruz COE is offering professional development classes for employees.
- 4.2.5 Director Cope announced that Superintendent Watkins received the Tony Hill Memorial award.

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 we are still in the process of soliciting names and resumes of prospective candidates for the open Personnel Commissioner position due to the resignation of Bryan Wall. Commissioner Lane said that he spoke with two people who might be interested, but they would like to learn more about the position. Director Cope said that he will continue to look for interested applicants.

8.0 NEW BUSINESS

8.1 Classification/Reclassification Study Information and Calendar

Director Cope reported that as a part of the on-going classification study, the classifications of Instructional Aides, A.E.; Instructional Aides, S.E.; and Instructional Aides, Autism Support were being studied this year. In addition, five reclassification requests were received by the deadline date. Ken Thomas will begin conducting his meetings with classified employees and their supervisors.

8.2 In preparation of the 2016/2017 Personnel Commission budget, a summary of the 2015/2016 budget will be distributed at the meeting for informational review. The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May, and is requesting that the Personnel Commission submit their adopted budget for 2016/2017 at their March 2016 meeting. In order to coincide with the budget development timeline, the Personnel Commission will begin review of their budget at next month's meeting.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 March 15, 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 2:21 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