



APPROVED MINUTES

Personnel Commission Meeting
February 19, 2013

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; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Megan Corey Booth; and Human Resources Analyst, Toni Alldredge.

Guest: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison; and Lily Aguado, Human Resources Assistant II.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of January 15, 2013 were approved (Parkhurst/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Lily Aguado informed the Commission that she was resigning and had accepted a human resources position with Infinera in Santa Clara.

3.2 Heather Hutchison, C.S.E.A. Co-President announced that the County Superintendent of Schools will “sunshine” the bargaining unit’s initial 2013-2014 negotiations proposal at their next Board meeting.

4.0 REPORTS

4.1 Chairperson or Member’s Report

4.1.1 Commissioner Parkhurst stated that he read in the Santa Cruz Sentinel that Santa Cruz City Schools is considering reopening Natural Bridges Elementary School to alleviate the crowding at their current elementary school sites. Commissioner Parkhurst said that he participated in the discussions of closing the Natural Bridges Elementary school site in 2004.

4.1.2 Commissioner Lane announced that in February he would be attending the 2013 Annual California School Personnel Commissioners Association (C.S.P.C.A.) conference in Anaheim.

4.2 Human Resources Director’s Report

4.2.1 Director Corey Booth informed the Commission that she will be attending the 2013 C.S.P.C.A. conference, February 21-24, 2013 in Anaheim along with Commissioner Lane.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.2 Workplace Violence, Hostile Intruder Training for Santa Cruz County Office of Education employees was held on February 14, 2013.
 - 4.2.3 Staff at the County Office of Education was surveyed to ascertain if they would be interested in attending Spanish classes.
 - 4.2.4 Directory Corey Booth thanked Ms. Aguado for her services and expressed how she would be missed at the Santa Cruz County Office of Education.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall reported that Lieutenant Dan Flippo of the Santa Cruz Police Department provided the Santa Cruz County Office of Education employees with Workplace Hostile Intruder Training Response.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 Statement of Economic Interest Form 700

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Review of 2012/2013 Personnel Commission's Budget
To prepare for the 2013/2014 Personnel Commission Budget, a budget review for the last five years was presented for review. Discussion followed.
- 8.2 Classification/Reclassification Status Update
Director Corey Booth reviewed the 2013 classification/reclassification timeline and reported that all time lines were being met.
- 8.3 Existing Classification Revision: Web Technician
The Web Technician job description was created in 2004 and revised in 2009. The classification has not been active since 2010. The classification was updated for currency and relevancy. The changes were non-substantive.
Motion: To approve the Web Technician classification as revised (Parkhurst/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 March 19, 2013 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 2:25 p.m.

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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director