

APPROVED MINUTES

**Personnel Commission Meeting
February 21, 2017**

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2 Absent: James Rapoza.
- 1.3 Establishment of Quorum.
Present: Chairperson, Lawrence Lane and Vice Chairperson, Lynn Miller.

Guests: C.S.E.A. Representative, Scott Mean-Hill and Julie High.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of January 17, 2017 were approved.
Ayes: Miller/Lane Noes: None
Abstain: None Absent: Rapoza
- 2.2 To accept the agenda.
Ayes: Miller/Lane Noes: None
Abstain: None Absent: Rapoza

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President, Scott Mean-Hill informed the Commission that C.S.E.A., Chapter 484 and the County Superintendent of Schools will “sunshine” their 2017/2018 negotiations proposals at the next Board meeting on March 16, 2017.
- 3.2 C.S.E.A. President, Scott Mean-Hill stated that C.S.E.A., Chapter 484 is currently reviewing and updating their unit’s constitution and by-laws.

4.0 REPORTS

- 4.1 Chairperson or Member’s Report
 - 4.1.1 None.
- 4.2 Human Resources Director’s Report
 - 4.2.1 Director Cope said that the deadline for candidates to submit their application for the Classified School Employees Teacher Credentialing Program was today. Director Cope reminded the Commission that there are 50 available slots.
 - 4.2.2 The Santa Cruz County Office of Education will hold a Teachers’ Recruitment Fair on March 11, 2017. Director Cope said that he was hoping for a good turnout.
 - 4.2.3 Nancy Klein, Senior Associate General Counselor of Schools & College Legal Services presented an Employee Health Leaves workshop on February 8, 2017. The workshop was well attended and she did an excellent job.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted.
Ayes: Miller/Lane Noes: None
Abstain: None Absent: Rapoza

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Classification/Reclassification Study Update

Director Cope reported that as a part of the on-going classification study, the classifications of Parent Support Representative; Alternative Media Assistant, Visually Impaired; Campus Supervisor; Guidance Counselor Technician I; Alternative Media Specialist, Visually Impaired; Work Experience Specialist; and Guidance Counselor Technician II were identified and will be studied this year. Consultant Julie High introduced herself and stated that she has begun conducting her meetings with classified employees and their supervisors.

8.2 Review of 2017/2018 Personnel Commission's Budget

In preparation of the 2017/2018 Personnel Commission budget, a summary of the 2016/2017 budget was 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 2017/2018 at their April 2017 meeting.

8.3 Existing Classification Revision: Administrative Assistant to the Superintendent

The Superintendent's office has two positions that support the Superintendent and the Deputy Superintendent. As a result of a request from the Superintendent and after reviewing the needs of the department and of the Santa Cruz County Office of Education, it became evident that both support positions need to be equal and interchangeable in order to perform higher-level duties. The revisions are minor and will not be taken to the point-factoring committee.

Motion: To approve the retitled and revised job description for Administrative Assistant to the Superintendent/Deputy Superintendent.

Ayes:	Miller/Lane	Noes:	None
Abstain:	None	Absent:	Rapoza

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 March 21, 2017 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 2:19 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