

UNAPPROVED MINUTES

Personnel Commission Meeting
March 15, 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. President, Heather Hutchison.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 16, 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. President Hutchison stated that she would continue to look for possible candidates for the open Personnel Commissioner position.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.1.1 None.
- 4.2 Human Resources Director's Report
- 4.2.1 On February 23, 2016, Creating Reports in Digital Schools training was offered to Personnel Directors.
- 4.2.2 On March 3, 2016, the Santa Cruz COE provided supervisory employees with sexual harassment prevention training.
- 4.2.3 On March 29, 2016, School and Legal Services presented a leaves training.
- 4.2.4 Director Cope informed the Commission that the proposed 2016/2017 budget would not be reviewed at March's meeting. The Business Department is working out a few things in Digital Schools.
- 4.2.5 Director Cope distributed the 2016 CSPCA Conference program.

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 provided Director Cope with a name of an interested applicant.

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. Director Cope informed the Commission that he met with the employee committee. Consultant Thomas began meeting with classified employees and their supervisors.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 April 19, 2016 Regular Meeting of the Personnel Commission, 1 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 2:24 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