



APPROVED MINUTES

Personnel Commission Meeting
March 17, 2015

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 Establishment of Quorum.
Present: Chairperson, Lawrence Lane and Member, James Rapoza.

Absent: Vice Chairperson, Bryan Wall.

Guests: C.S.E.A. President, Heather Hutchison and C.S.E.A. Representative, Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 17, 2015 were approved.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: Wall
- 2.2 To accept the agenda.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: Wall

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 PUBLIC HEARING – 2015/2016

- 4.1 Open Public Hearing
(The 2015/2016 Personnel Commission Budget was presented for public hearing)
At 2:02 p.m., the Personnel Commission's 2015/2016 budget was presented for public comments. No questions or comments were made.
- 4.2 Closed Public Hearing
At 2:03 p.m., the Public Hearing on the 2015/2016 Personnel Commission's budget was closed.

5.0 REPORTS

- 5.1 Chairperson or Member's Report
 - 5.1.1 Commissioner Lane announced that he was presented an award at the 2015 Statewide CSPCA Annual Conference for his 10 years of services as a Personnel Commissioner. Pamela Shanks, PVUSD Classified Human Resources Director attended the conference and brought back Commissioner Lane's award.
- 5.2 Human Resources Director's Report
 - 5.2.1 Director Cope discussed tracking and the declination form for the Affordable Care Act.

5.0 REPORTS (continued)

- 5.2 Human Resources Director's Report (continued)
 - 5.2.2 The next Personnel Directors' meeting will be held on March 24, 2015.
 - 5.2.3 Director Cope announced that the Santa Cruz COE will be using Keenan's Safe Schools online Child Abuse Mandated Reporter Training. This new mandated reporter training will satisfy the requirements for AB 1432.
 - 5.2.4 The Santa Cruz COE is currently recruiting for a SELPA Senior Director.
 - 5.2.5 Director Cope informed the Commission that the Professional Development Series was well received by those who attended.

6.0 CONSENT AGENDA

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

7.0 CORRESPONDENCE

- 7.1 None.

8.0 OLD BUSINESS

- 8.1 Classification/Reclassification Study Update
Director Cope reported that two reclassification requests were received. As a part of the on-going classification study the following classifications are being studied this year: Occupational Therapist, Family Services Counselor, Therapist/Physically Disabled and Senior Instructional Aide. Consultant Ken Thomas is in progress of conducting employee/supervisor's interviews.

C.S.E.A. President Hutchison asked the Commission how the wage or salary of an employee on a classified salary schedule be increased without the Personnel Commission's approval. Commissioner Lane stated that in the case of a classification or in the case of reclassification, the wage or salary would be effective the date of the meeting on which the Personnel Commission approves the classification or reclassification or the date the employee becomes fully qualified for the position. Commissioner Rapoza stated that if a wage or salary change has an effect on internal or external alignment, it needs to be presented to the Personnel Commission. Discussion followed. Commissioner Lane asked Director Cope to research C.S.E.A. President Hutchison's question and report back to the Commission at next month's meeting.

8.0 OLD BUSINESS (continued)

8.2 Revision, Merit Rules 3.209, Review of Positions — Final Reading

During the last Personnel Commission meeting, a five-year annual classification plan was presented and reviewed. For budget purposes, the Commission, Administration and the bargaining unit agreed that Merit Rule 3.209, Review of Positions needed to be revised where all classifications would be studied on a regular rotating basis. This constitutes the second and final reading.

Motion: Move approval of revised Merit Rule 3.209.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

9.0 NEW BUSINESS

9.1 Adoption: 2015/2016 Personnel Commission Budget

The proposed 2015/2016 Personnel Commission budget was distributed and reviewed. Commissioner Rapoza stated that he would like to see a year-end budget to review what was actually spent. At next month's meeting, the year-end budget for 2013/2014 will also be presented for review.

Motion: Move approval as a first reading in the amount of \$243,759.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 April 21, 2015 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

11.0 ADJOURNMENT

11.1 The meeting of the Personnel Commission was adjourned at 2:32 p.m.

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Troy Cope

Attest: Troy Cope, Human Resources Director