

APPROVED MINUTES

**Personnel Commission Meeting  
March 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 Establishment of Quorum.

Present: Chairperson, Lawrence Lane and Member, James Rapoza.

Absent: Vice Chairperson, Lynn Miller.

Guests: C.S.E.A. Representative, Tiffanie Meschi and Scott Mean-Hill.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of February 21, 2017 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

2.2 To accept the agenda.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

**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.'s Sargent-of-Arms, Rith Mean-Hill will chair a local chapter Community Outreach Committee. The purpose of the committee is to explore fund-raising ideas and how to give back to our community.

3.2 C.S.E.A. President, Scott Mean-Hill announced that he met with C.S.E.A.'s new labor representative, Alejandro Madi-Cerrada.

3.3 C.S.E.A. President, Scott Mean-Hill reported that the unit has completed updating their constitution and by-laws, which will be reviewed as a first reading at their next meeting.

**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 informed the Commission that all the applications for the Classified School Employees Teacher Credentialing Program have been reviewed and 40 participants have been selected to participate in the program.

4.2.2 Director Cope reported that Chief Steven Hall from Central Fire provided a training on the Incident Command Response. The COE is currently working on revising their Incident Command Response guidelines.

4.2.3 The Teachers' Recruitment Fair was held on March 11, 2017. Most of our districts in the county participated and about 100 interested individuals attended.

4.2.4 Director Cope stated that he was recruited by Sandy Mast to drive for Inside Education—a series of workshops designed to better acquaint community leaders with public education in Santa Cruz County.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted.

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

**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 two reclassification requests were received by the deadline date and the following seven classifications under the Instructional Support Family are being studied: Parent Support Representative; Alternative Media Assistant, Visually Impaired; Campus Supervisor; Guidance Counselor Technician I; Alternative Media Specialist, Visually Impaired; Guidance Counselor Technician II and Work Experience Specialist. Director Cope informed the Commission that he met with the reclassification/classification employee committee on March 15, 2017. Consultant High has completed her interviews with the employees and their supervisors and she has begun working on the preliminary report.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 April 18, 2017 Regular Meeting of the Personnel Commission, Bay Conference Room at 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 2:11 p.m.

Distribution: Personnel Commission  
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**Troy Cope**

Attest: Troy Cope, Human Resources Director