

APPROVED MINUTES

**Personnel Commission Meeting  
April 18, 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; Vice Chairperson, Lynn Miller and Member, James Rapoza.

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

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of March 21, 2017 were approved (Rapoza/Miller).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Miller/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

**3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 C.S.E.A. Representative Meschi announced that C.S.E.A., Chapter 484 will celebrate classified employees on May 25, 2017 at Woodstock's Pizza.

3.2 C.S.E.A. Representative Meschi informed the Commission that C.S.E.A. was handling an employee's issue.

3.3 C.S.E.A. Representative Meschi stated that C.S.E.A.'s Community Outreach Committee would be meeting. The purpose of the committee is to explore fund-raising ideas and how to give back to our community.

3.4 C.S.E.A. Representative Meschi reported that the unit completed updating their constitution and by-laws, which was presented as a "first reading" at their last 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 The Santa Cruz COE held a fire drill on March 23, 2017.

4.2.2 Director Cope informed the Commission that Kerrie Chitwood from CSUMB attended the Personnel Directors' meeting in March. She announced that CSUMB's is considering developing a speech-language pathology program.

4.2.3 Director Cope notified the Commission that the Classified School Employee Teacher Credentialing Program met with participants who have not obtained their Bachelor's Degree on March 29, 2017. A second orientation day to meet with participants that have their Bachelor's Degree or who are in or have applied for a credential will be on April 11, 2017.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted (Rapoza/Miller).

Ayes: Unanimously Noes: None

Abstain: None Absent: None

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 Initial Classification/Reclassification Report

Consultant High presented the 2017 preliminary classification/reclassification report. Discussion followed.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee's currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

Reclassification requests were received from Anne Weaver-McManus, Administrative Secretary and Troy Cope, Director of Human Resources by the deadline date. The following six classifications under the Instructional Support Family were studied: Alternative Media Specialist, Visually Impaired; Alternative Media Assistant, Visually Impaired; Campus Supervisor; Guidance Counselor Technician I; 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.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May, 16, 2017 meeting at 2 p.m. in the Board Room.

**8.0 NEW BUSINESS**

8.1 Public Hearing—2017/2018 Personnel Commission Budget

At 2:22 p.m., the Personnel Commission 2017/2018 budget was presented for public comments.

8.2 At 2:22 p.m., the Public Hearing on the 2017/2018 Personnel Commission budget was closed.

**8.0 NEW BUSINESS (continued)**

8.3 Adoption: 2017/2018 Personnel Commission Budget  
Following discussion, a motion was made.

Motion: To approve the proposed 2017/2018 Personnel Commission budget in the amount of \$285,641.04 (Rapoza/Miller).

Ayes:	Unanimous	Noes:	None
Abstain:	None	Absent:	None

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 May 16, 2017 Regular Meeting of the Personnel Commission, at 2 p.m., in the Board Room at the 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  
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Attest: **Troy Cope**  
Director, Human Resources