

APPROVED MINUTES

Personnel Commission Meeting
April 19, 2016**1.0 CALL TO ORDER**

- 1.1 Chairperson Rapoza called the regular meeting to order at 1 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; Consultant Thomas; Monica Beverly; Scott Mean-Hill; and Debbie Stanbra.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of March 15, 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 announced that the Santa Cruz County Office of Education will celebrate Classified Employees on Wednesday, May 11, 2016 at Harvey West Park and C.S.E.A. will hold their celebration at a later date.

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 March 29, 2016, School and Legal Services presented a training on employees' leaves.
4.2.2 Director Cope informed the Commission that Santa Cruz City Schools will be taking back two Santa Cruz County Office of Education's Special Education programs in 2016/2017, which will affect our employees. Affected employees will be handled through attrition.
4.2.3 The Santa Cruz County Office of Education will be hosting a Teachers' Recruitment Fair on April 23, 2016.
4.2.4 A meeting, for all Santa Cruz County Office of Education's employees, was held on March 29, 2016.

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

Director Cope notified the Commissioners that Mr. Lynn Miller submitted his resume for the open neutral Personnel Commission position. Commissioner Lane remarked that Mr. Miller's resume was impressive. Commissioner Rapoza stated that he has known Mr. Miller for about 45 years. Director Cope will contact Mr. Miller and invite him to interview at the next Personnel Commission meeting, which is May 17, 2016.

7.2 Classification/Reclassification Study Status Update

Consultant Thomas presented the 2016 preliminary classification/reclassification report. The process was conducted by Ken Thomas. 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.

Heather Hutchison voiced her concerns that Mr. Thomas did not receive an email that she sent him to assist him in his review of the Department Office Coordinators' reclassification requests. Discussion followed. The Commission asked Mr. Thomas to review the information that she sent him in the email. Heather requested that Mr. Thomas compare the Department Office Coordinators with Santa Cruz City Schools' office managers or staff that handles Digital Schools' time management (record, audit and manage attendance).

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, 17, 2016 meeting at 2 p.m. in the Board Room.

8.0 NEW BUSINESS

8.1 Public Hearing – 2016/2017 Personnel Commission’s Budget

At 1:51 p.m., the Personnel Commission 2016/2017 budget was presented for public comments. Director Cope informed the Commissioners that a proposed budget for 2016/2017 was being presented because the business department was still in the budget development process. Director Cope addressed questions and comments.

8.2 At 1:52 p.m., the Public Hearing on the 2016/2017 Personnel Commission budget was closed.

8.3 Adoption: 2016/2017 Personnel Commission Budget

Following discussion, the Commission’s understanding was that they were approving a proposed 2016/2017 budget to accommodate the Board’s budget time line and the final Personnel Commission’s budget would be brought back to the Commission for final review.

Motion: To approve the proposed 2016/2017 Personnel Commission budget in the amount of \$243,759 with the final budget being brought back to the Commission for review.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 May 17, 2016 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

Ayes: Lane/Rapoza Noes: None

Abstain: None Absent: None

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:11 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