



*APPROVED MINUTES*

## Personnel Commission Meeting April 20, 2010

### **1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 2:32 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Guest: Mike James, Deputy Superintendent and Heather Hutchison, C.S.E.A. Co-President.

### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of March 16, 2010 were approved (Lane/Parkhurst).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

2.2 To accept the agenda as submitted (Parkhurst/Lane).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

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

3.1 Heather Hutchison announced that C.S.E.A.'s new labor representative was Patricia Saenz.

### **4.0 PUBLIC HEARING – 2010/2011 BUDGET**

4.1 At 2:37 p.m., the Personnel Commission 2010/2011 Budget was presented for public comments. No questions or comments were made.

4.2 Close Public Hearing

At 2:37 p.m., the Public Hearing on the 2010/2011 Personnel Commission budget was closed.

### **5.0 REPORTS**

5.1 Chairperson or Member's Report

Commissioner Parkhurst announced that he assisting North Monterey County Unified School District by filling in as the Assistant Superintendent in Human Resources.

5.2 Human Resources Director's Report

5.2.1 Director Outtrim reported that she assisted Happy Valley Elementary School District with their Superintendent/Principal recruitment. They are interviewing their final candidates tomorrow.

5.2.2 CCTC Spring Webinar Workshop, March 16, 2010.

5.2.3 Slips, Trips, and Falls Lunch & Learn, March 19, 2010.

**5.0 REPORTS, continued**

- 5.2 Human Resources Director's Report, continued
  - 5.2.4 American Red Cross First Aid CPR Certification Training, March 22, April 5 & 6, 2010.
  - 5.2.5 Workers' Compensation & the HR Office Training, March 30, 2010.
  - 5.2.6 Fire Extinguisher Safety Lunch & Learn, April 22, 2010.
  - 5.2.7 EPICS Year End Meeting, April 27, 2010.
  - 5.2.8 Reports 2000 Training, May 6 & 7, 2010.
  - 5.2.9 Computer Software Skills Training Pilot – Personnel Commission Funded.
  - 5.2.10 North County & Pajaro SELPA Special Ed Credentialing Overview April 22 & 27, 2010.
  - 5.2.11 Special Education & HR Joint CTCC Webinar – April 30, 2010.
  
- 5.3 Deputy Superintendent's Report
  - 5.3.1 Deputy Superintendent James informed the Commission that the COE employees attended a True Colors Workshop at the last all staff meeting.
  - 5.3.2 C.S.E.A. Negotiations is scheduled on April 22, 2010.
  - 5.3.3 The Santa Cruz County Office of Education hired a consultant to look at ways to cut energy consumption.
  - 5.3.4 Associate Superintendent Talnack announced her retirement in June 2010.
  - 5.3.5 The Santa Cruz County Office of Education will be celebrating classified and certificated employees by honoring them at a picnic at Harvey West Park in mid May. Commissioners were invited to attend.

**6.0 CONSENT AGENDA**

- 6.1 The consent agenda was approved (Lane/Parkhurst).

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

**7.0 CORRESPONDENCE**

- 7.1 Reclassification Memo from Traci Hart Outtrim to Committee.

**8.0 OLD BUSINESS**

- 8.1 Reclassification Study

Director Outtrim reported that five reclassification requests were received and the initial study process had begun. With such a large number of requests, a Reclassification Committee will be convened to conduct an unbiased review of each request. Director Outtrim will serve as the committee's facilitator. The Committee will consist of representatives from the C.S.E.A. bargaining unit, a confidential classified employee, a classified management employee, and an outside Subject Matter Expert. Director Outtrim presented a revised timeline.
- 8.2 Adoption: 2010/2011 Personnel Commission Budget

The Personnel Commission Budget was discussed under agenda item 4.0 Public Hearing – 2010/2011 Budget.

Motion: Move to accept the 2010/2011 Personnel Commission budget as presented in the amount of \$224, 846.00 (Parkhurst/Lane).

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

**9.0 NEW BUSINESS**

9.1 None.

**10.0 SCHEDULE OF UPCOMING EVENTS**

10.1 The regular Personnel Commission meeting is scheduled for May 18, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

**11.0 ADJOURNMENT**

11.1 The meeting of the Personnel Commission was adjourned at 3:01 p.m.

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Attest: Traci Outtrim  
Traci Outtrim, Director of Human Resources