



APPROVED MINUTES

Personnel Commission Meeting April 21, 2009

1.0 CALL TO ORDER

1.1 Vice Chairperson Lane called the regular meeting to order at 2:30 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

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

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

2.0 APPROVAL OF MINUTES/AGENDA

2.1 Heather Hutchison reported that in her opinion, the minutes of the March 2009 Regular Meeting did not accurately reflect her concern about Merit Rule language being revised prematurely in relation to CSEA contract negotiations, and about the process of amending, deleting and/or adding Merit Rule language. Heather requested that the meeting recording be reviewed so that the Minutes specifically reflect her statements made during the March meeting. Commissioner Rapoza moved to table the minutes of the Personnel Commission meeting of March 17, 2009 until next month's meeting for further clarification (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: Parkhurst

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

Ayes: Unanimous Noes: None

Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 PUBLIC HEARING – 2009/2010 BUDGET

4.1 At 2:37 p.m., the Personnel Commission 2009/2010 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 2009/2010 Personnel Commission budget was closed

5.0 REPORTS

5.1 Chairperson or Member's Report
None.

5.0 REPORTS, continued

5.2 Human Resources Director's Report

On March 24, 2009, HR staff hosted the annual, regional CTC Spring Credentials Workshop / Webinar.

Director Outtrim attended the State Intern Directors Meeting, March 19-20, 2009, Relative to Project Impact.

Director Outtrim noted that on this agenda, the revision to Merit Rules: 7.202 Family Leave was not included as an agenda item to accommodate the request made by C.S.E.A. Co-President, Heather Hutchison at the March Meeting. Director Outtrim felt that it was in the best interest of the organization to meet directly with the union for discussion of language relevant to the contract prior to proposing changes to the Merit Rules. Director Outtrim will provide the Personnel Commission an update on any proposed future language revisions.

Director Outtrim reported that the Superintendent is reviewing all classified staffing in light of huge state-funded education budget reductions. The Superintendent is committed to maintain staffing as much as possible and at this time is diligently seeking sound decisions/options. Pursuant to Ed Code, classified employees are provided notice of layoff not less than forty-five days prior to the effective day of layoff. At this time, it is expected that the number of classified layoffs will be minimal.

Director Outtrim announced that she and Mike James are assisting with the Bonny Doon Elementary School recruitment for Superintendent/Principal. The recruitment should be completed in May 2009.

The Santa Cruz County Office of Education in conjunction with the Santa Cruz Workforce Investment Board is sponsoring a Summer Youth Employment Program 2009 (SYEP). About 300 youth applicants between the ages of 14 and 24 are anticipated. The SYEP program offers eligible youth workforce development services that provide preparation in setting attainable career goals, connecting to resources and mentoring services. The Human Resources Department is working with Scott Hill in the Student Support Services Department, to assist in processing student applicants. Even though it will create a large workload for HR Staff, everyone is excited.

CalSTRS counselor administration support duties have been reassigned from the Receptionist desk to Human Resources staff. The change is a result of contractor feedback.

5.0 REPORTS, continued

5.3 Deputy Superintendent's Report

Deputy Superintendent James reported that CalSTRS was looking at our allocation for Counselor staffing for 2009-10. Retirement appointments have been lower in the early part of 2008-09. Currently, we have three part-time counselors whose FTE equals 1.0.

The Santa Cruz County Office of Education investigated retirement incentives for classified employees. PARS was hired to explore a potential supplemental retirement plan, but after looking at the costs, the County Office of Education realized that there was no benefit in savings by offering a retirement incentive to any employee groups.

6.0 CONSENT AGENDA

6.1 The consent agenda was approved as submitted (Rapoza/Lane).

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

7.0 CORRESPONDENCE

7.1 None.

8.0 OLD BUSINESS

8.1 Adoption: 2009/2010 Personnel Commission Budget

The Personnel Commission Budget was discussed under agenda item 4.0 Public Hearing – 2009/2010 Budget.

Motion: Move to accept the 2009/2010 Personnel Commission budget as presented in the amount of \$220,838.00 (Rapoza/Lane).

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

9.0 NEW BUSINESS

9.1 None

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 The regular Personnel Commission meeting is scheduled for May 19, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

11.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 2:30 p.m.

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Attest: *Traci Outtrim*

Traci Outtrim, Director of Human Resources