

APPROVED MINUTES

Personnel Commission Meeting
April 22, 2014

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 Vice Chairperson, James Rapoza.

Absent: Member, Keith Parkhurst.

Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison, Mary Hart and Classification/Reclassification Consultant, Ken Thomas.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 18, 2014 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Parkhurst

2.2 To accept the agenda.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A. Co-President, Heather Hutchison informed the Commission that it has come to her attention that the process and dates for the Interpreter/Translator have become unclear. Discussion followed. The Commission asked that the item be placed on next month's agenda and that the written transcripts concerning the approval of Interpreter/Translator job description from the November and December 2013 Personnel Commission meetings be included. Deputy Superintendent Wall will check and see if he can locate any written documentation between Director Booth and C.S.E.A. Co-President Hutchison.

3.2 C.S.E.A. Co-President, Heather Hutchison announced that Classified School Employee Appreciation Week is from May 19 -24, 2014. The Santa Cruz COE and C.S.E.A. will celebrate the week of May 12-16, 2014.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 The Commission wished Commissioner Parkhurst a speedy recovery.

4.1.2 The Commission thanked Toni Alldredge for her work during the absence of a Human Resources Director.

4.2 Deputy Superintendent's Report

4.2.1 None.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted.

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

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 Classification/Reclassification Status Update

Consultant Ken Thomas provided the Commission an update on the reclassification process. He presented reclassification recommendations to cabinet on April 22, 2014. Mr. Thomas reported that he met with supervisors and employees for review and discussion. The Personnel Commission will review the initial reclassification report at their May 20, 2014 meeting.

7.2 Adoption: 2014/2015 Personnel Commission Budget

The Personnel Commission thanked Deputy Superintendent Wall for researching and answering all their questions on the 2014/2015 Personnel Commission budget.

Motion: Move to accept 2014/2015 Personnel Commission budget as presented in the amount of \$229,919.00.

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

8.0 NEW BUSINESS

8.1 None.

9.0 CLOSED SESSION

9.1 Personnel Matters: Final Selection Interview by Personnel Commission for Director, Human Resources. The Commission adjourned into closed session at 2:39 p.m.

10.0 OPEN SESSION

10.1 The Commission reconvened at 4:09 p.m. Following discussion in closed session, the Commission agreed to move forward two candidates to Superintendent Watkins.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 May 20, 2014 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 4:10 p.m.

Distribution: Personnel Commissioners
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Toni Alldredge

Attest: Toni Alldredge, Human Resources Analyst