



APPROVED MINUTES

Personnel Commission Meeting
May 19, 2015

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, Bryan Wall; and Member, James Rapoza.

Guests: C.S.E.A. Representative, Scott Mean-Hill; Ken Thomas, Consultant; Cathy Carr; Tiffanie Meschi; Sherrill McNulty; Sue Corso; Kirk Osborn, Sally Beck; Melissa Gomez; Sherry Elrod; Marilyn Latorraca; Elaine Bungo; Mary Hart; Michelle Coffman; and Janice Berven.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 19, 2015 were approved (Wall/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda (Rapoza/Wall).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. Representative, Scott Mean-Hill announced that C.S.E.A. celebrated classified employees on May 6, 2015 at Tony and Alba's Pizza and Pasta. About 25 employees attended the dinner.
- 3.2 C.S.E.A. Representative, Scott Mean-Hill informed the Commission that classified negotiations for 2015/2016 will begin on June 1, 2015.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Lane thanked the Human Resources' staff for making sure that they received their May 2015 Personnel Commission packets on-line and in a timely manner.
- 4.2 Human Resources Director's Report
 - 4.2.1 Director Cope attended PASSCo, May 7-8, 2015. One of the main focuses of the meeting was discussion on how to implement AB-1522, Healthy Workplaces, Healthy Families Act of 2014.
 - 4.2.2 The Human Resources department is assisting with staffing the SE's Extended School Year and Alternative Education's summer school.
 - 4.2.3 Human Resources will be busy recruiting and staffing for 2015/2016.

4.0 REPORTS (continued)

4.2 Human Resources Director's Report (continued)

4.2.4 The Department of Justice (DOJ) met with the Santa Cruz County Office of Education's Human Resources staff to review fingerprint processes, background checks and error rates. The DOJ informed the staff that the Santa Cruz COE's error rate was low.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted. Commissioner Rapoza commented that Hilda Sanchez, who is retiring, will be missed (Wall/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 Budget Approval Notice from Commissioner Lane to Superintendent Watkins.

6.2 Correspondence from C.S.E.A. President Hutchison to the Personnel Commission.

In C.S.E.A. President Hutchison's correspondence, she stated that during the 2013/2014 fiscal year, a new base level was added to the classified management salary schedule (Level 1A – Chief Business Official/AS), which was never presented or approved by the Personnel Commission. During the Personnel Commission meeting on April 21, 2015, it was announced that Mary Hart, Associate Superintendent, Business submitted a reclassification request. C.S.E.A. requested that the Personnel Commission use the correct level of "1" on the approved classified management salary schedule when considering the reclassification of the classification and that the classified management salary schedule be amended to its last PC approval date and omitting the level "A1-Chief Business Official/AS."

Director Cope stated that he learned that level "1A-Chief Business Official/AS was added to the classified management salary schedule due to changes with CalPERS reportable compensation for CalPERS retirement. The Associate Superintendent stipend of five percent (5%) was added to the base salary of the Chief Business Official classification. Director Cope said that a step was missed and the revised salary should have been brought to the attention of the Personnel Commission for approval. Discussion followed. The Commission asked Director Cope to send C.S.E.A. a written response to address all their concerns.

7.0 OLD BUSINESS

7.1 2015 Preliminary Classification/Reclassification Report

Consultant Thomas presented his preliminary 2015 Classification/Reclassification Compensation Comparability Study report. At the meeting, managers and employees were allowed to submit written input and were given an opportunity to address the Commission. Consultant Thomas stated that he had some health issues and thanked Director Cope, Abel Vargas and Toni Alldredge for their assistance during the process. The Commission and Director Cope thanked Mr. Thomas for his report and hard work in completing the 2015 Classification/Reclassification study.

7.0 OLD BUSINESS (continued)

- 7.2 Classification/Reclassification Input
(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report)
Per Merit Rule 3.304, all parties had an opportunity to make oral comments and written remarks regarding the 2015 Preliminary Classification/Reclassification Report. The final report will be presented to the Personnel Commission at their June 16, 2015 meeting and the Commission will take appropriate action.
- 7.2.1 Tiffanie Meschi recommendation that the current Senior Instructional Aide job description be updated to include additional duties performed by Senior Instructional Aides in the Special and Alternative Education programs.
- 7.2.2 Scott Mean-Hill stated, on behalf of C.S.E.A. President Hutchison, that classified salaries for the County Office of Education should stay in the middle range. Not too high or not too low. Also, C.S.E.A. wanted to thank the Personnel Commission, Consultant Thomas, Director Cope, Toni Alldredge and Abel Vargas for all their work on the classification/reclassification study.
- 7.2.3 Scott Mean-Hill pointed out that the classified management salary already has a ten (10%) stipend for Deputy Superintendent. If there is already a Deputy Superintendent stipend on the classified management salary schedule, why are we creating a new job description and title? Director Cope said that there was a Deputy Superintendent for Student Services on the certificated management salary schedule, but a job classification for Deputy Superintendent, Business does not currently exist. Commissioner Rapoza added that if a stipend is added to the base salary then the stipend has to be removed from the bottom of the salary schedule because you cannot double pay an employee.
- 7.2.4 Mary Hart thanked everyone involved in the process. Ms. Hart stated that she has taken on the management responsibility for all business IT and Technology, which has not been previously recognized.
- 7.2.5 Commissioner Lane thanked everyone that spoke. Commissioner Lane stated that one of the goals of the Personnel Commission is transparency and not to cause ill will or create deception. The final Classification/Reclassification report will be brought back to the Commission in June as an action item/s.

8.0 NEW BUSINESS

- 8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 June 16, 2015 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 Commissioner Lane stated that he would not be in attendance at the June 16, 2015 meeting. The meeting of the Personnel Commission was adjourned at 2:35 p.m.

Distribution: Personnel Commissioners
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SCCOE Board of Education
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C.S.E.A. President
SCCOE Main Office Bulletin Board

Troy Cope

Attest: Troy Cope, Human Resources Director