

APPROVED MINUTES

Personnel Commission Meeting  
May 20, 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; Vice Chairperson, James Rapoza and Member, Keith Parkhurst.

Guests: Deputy Superintendent, Bryan Wall; Mary Hart; Susan Corso; Lenard Howard; Jimmy Griffin; Brian Sluggett; Michelle Coffman; Jean Gardner; Monica Morgan; Troy Cope; David Allen; Maria Castro; Neal Harris; Scott Mean-Hill and Classification/Reclassification Consultant, Ken Thomas.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of April 22, 2014 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: Parkhurst Absent: None

2.2 To accept the agenda (Parkhurst/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

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

3.1 None.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 Commissioner Parkhurst thanked the Human Resources staff and the Commission for the get-well card.

4.1.2 Chairperson Lane stated it was good to have Commissioner Parkhurst back in attendance.

4.1.3 In honor of Classified Employees' Week, Commissioner Lane thanked classified employees for their invaluable contributions.

4.1.4 Chairperson Lane welcomed Troy Cope as the new Director of Human Resources. He will begin on July 1, 2014.

4.1.5 Chairperson Lane informed the Personnel Commission that he will not be in attendance for the October 21, 2014 meeting.

4.2 Deputy Superintendent's Report

4.2.1 Deputy Superintendent Wall welcomed Commissioner Parkhurst back.

4.2.2 Deputy Superintendent Wall stated the celebration in honor of all classified and certificated employees went well last week and was well attended.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted (Parkhurst/Rapoza).

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

**6.0 CORRESPONDENCE**

6.1 Budget Approval Notice from Commissioner Lane to Superintendent Watkins, May 12, 2014

**7.0 OLD BUSINESS**

7.1 2014 Preliminary Classification/Reclassification Report

Consultant Ken Thomas presented his preliminary 2014 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. The Commission thanked Mr. Thomas for his report and his diligence in completing the Classification/Reclassification study.

7.2 Classification/Reclassification Input

(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report.)

7.2.1 Maintenance Custodian Lenard Howard thanked the Commission and expressed that the classification/reclassification was a good process.

**8.0 NEW BUSINESS**

8.1 Reclassification Study Reevaluation Request

(Explanation: Reevaluation of reclassification request submitted by Project Coordinator/MAA LEC)

Project Coordinator/MAA LEC Monica Morgan thanked the Commission and Consultant Ken Thomas for their work and transparency through the process. Ms. Morgan informed the Commission that she did not agree with the recommendations brought forward in the Classification/Reclassification report. Ms. Morgan stated that she reports for four different counties which are not indicated in the report. Also, the report did not take into account the additional duties that will be placed on her in the future and that she supervises a SCCOE employee. Discussion between the Commission and Ms. Morgan followed. Vice Chairperson Parkhurst suggested that her reclassification request be reevaluated and a final recommendation be presented at the June meeting.

8.2 Out-of-Classification Pay for Yolanda Gallardo

Member Rapoza communicated with C.S.E.A. President Heather Hutchison and Deputy Superintendent Wall and there does seem to be a misunderstanding of when the new position of Interpreter/Translator became effective. Member Rapoza stated that Ms. Gallardo should get retroactive out-of-classification pay to July 1, 2013 (Rapoza/Parkhurst).

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

- 8.3 Existing Classification Revision: Network Support Specialist
- 8.3.1 Chairperson Lane said they had received and reviewed the updated Network Support Specialist job description. Some minor discussion and clarification followed.
- Motion: To approve the revised job description for Network Support Specialist (Parkhurst/Rapoza).
- Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 June 17, 2014 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 The meeting of the Personnel Commission was adjourned at 2:44 p.m.

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**Toni Alldredge**

Attest: Toni Alldredge, Human Resources Analyst