



APPROVED MINUTES

## Personnel Commission Meeting June 16, 2009

### 1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

Present: Chairperson, Keith Parkhurst; 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 The minutes of the Personnel Commission meeting of March 17, 2009 were approved (Rapoza/Lane).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

2.2 Minutes of the Personnel Commission meeting of April 21, 2009 were approved (Lane/Rapoza).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

2.3 To accept the agenda as submitted (Lane/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  
None.

4.2 Human Resources Director's Report  
Director Outtrim, Toni Alldredge and Yvette Rivera participated in a webinar on Screening Applicants to Improve Hiring Efficiency on May 7, 2009.

Keenan and Associates provided Safe Schools training on May 8, 2009.

Keenan and Associates presented Fair Employment and Housing Act (FEHA) and the Interactive Process training on May 12, 2009.

**4.0 REPORTS, continued**

4.2 Human Resources Director's Report

On May 28, 2009, Keenan and Associates presented a workshop on Stress & Life Balances.

Director Outtrim acted as the chair for ACSA's Region 10 Santa Cruz Chapter of Future Educators – Student Scholarships. Two scholarships were awarded to deserving local high school seniors.

Director Outtrim reported that she was involved in assisting with the Bonny Doon Elementary School recruitment for Superintendent/Principal. Director Outtrim received a letter of gratitude from the Bonny Doon Board of Trustees for her assistance with process.

The Santa Cruz County Office of Education received a sizable grant to provide employment opportunities to youth applicants between the ages of 14 and 24. The Summer Youth Employment 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 has been assisting the Student Support Services Department in processing the student applicants.

Director Outtrim reported that the Alternative and Special Education Programs offered Summer School/Extended School Year – 2009. The Special Education needed assistance in staffing their programs so Human Resources assisted in the process.

Director Outtrim will be on vacation from June 17 through June 30, 2009.

The Annual State CSPCA Conference will be held in Irvine, February 18-21, 2010.

Director Outtrim reported that as soon as language on Family Leave had been developed and negotiated, the revised language will be brought back to the Commission.

4.3 Deputy Superintendent's Report

Deputy Superintendent James informed the Commission that in light of the state budget and funding reductions in education, the Santa Cruz County Office of Education has been asked by SECA to reduce \$650,000 from the County Office's Special Education budget. Deputy Superintendent James explained that the Santa Cruz County Office of Education Special Education Program receives funds from the districts. The County Office will meet to discuss the requested budget cuts.

**5.0**      **CONSENT AGENDA**

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

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

**6.0**      **CORRESPONDENCE**

6.1      Director Outtrim sent Superintendent Watkins a copy of the Personnel Commission budget for fiscal year 2009-2010.

**7.0**      **OLD BUSINESS**

7.1      None.

**8.0**      **NEW BUSINESS**

8.1      Classified Staff Reductions

Director Outtrim reported due to lack of work/lack of funds, the Santa Cruz County Office of Education, Superintendent of Schools took official action to reduce and/or discontinue the following classified positions: Senior Administrative Secretary, 1.0 FTE; Administrative Secretary (ROP), 0.50 FTE; and Administrative Secretary (TICAL), 0.50 FTE. Classified staff reductions at the County Office of Education were not as significant as other districts. Superintendent Watkins' strategy was clear that he did not want to affect employees and their lives. A Senior Administrative Secretary retired and other employees were reassigned.

**9.0**      **CLOSED SESSION**

9.1      Evaluation of Personnel: Human Resources Director

The Commission adjourned into closed session at 2:45 p.m.

**10.0**     **OPEN SESSION**

10.1     The Commission reconvened to open session at 4:01 p.m. The Commission completed the evaluation of the Human Resources Director.

**11.0**     **SCHEDULE OF UPCOMING EVENTS**

11.1     The regular Personnel Commission meeting is scheduled for July 21, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

**12.0**    **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 4:16 p.m.

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Attest: *Traci Outtrim*

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Traci Outtrim, Director of Human Resources