



APPROVED MINUTES

Personnel Commission Meeting
June 16, 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: Vice Chairperson, Bryan Wall and Member, James Rapoza.

Absent: Chairperson, Lawrence Lane.

Guests: C.S.E.A. President, Heather Hutchison; Scott Mean-Hill and Mary Hart.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of May 19, 2015 were approved.

Ayes: Wall/Rapoza Noes: None

Abstain: None Absent: Lane

2.2 To accept the agenda (Rapoza/Wall).

Ayes: Wall/Rapoza Noes: None

Abstain: None Absent: Lane

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 None.

4.2 Human Resources Director's Report

4.2.1 Unfortunately, due to a closure of a group home which caused the closure of Special Education's Lighthouse site, several classified layoff notices were sent out due to lack of work and/or lack of funds. To minimize the impact of layoffs, alternative options were offered to the affected employees. Employees were offered opportunities to qualify as an Instructional Aide, Autism Support to fill current vacancies. The final result is that no employees will be laid off.

4.2.2 Director Cope reported that a marketing committee is researching professional development opportunities for management for the 2015/16 fiscal year.

4.2.3 An evaluation committee, consisting of Director Cope and C.S.E.A. Representative, Scott Mean-Hill, has been working on the classified evaluation form with feedback from C.S.E.A.'s negotiating team.

4.2.4 Director Cope informed the Commission that he attended Special Education's graduation ceremony, approximately 200 Alternative Education students graduated.

4.0 REPORTS (continued)

- 4.2 Human Resources Director's Report (continued)
 - 4.2.5 The Santa Cruz County Office of Education will recognize retirees at their Board meeting on June 11, 2015.
 - 4.2.6 C.S.E.A. and Administration will be meeting to begin classified negotiations.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted.
Ayes: Rapoza/Wall Noes: None
Abstain: None Absent: Lane

6.0 CORRESPONDENCE

- 6.1 June 10, 2015 correspondence from Director Cope to C.S.E.A. President Hutchison.

7.0 OLD BUSINESS

- 7.1 2015 Classification and Reclassification Study
Consultant Thomas was unable to attend today's meeting. Director Cope reported that the Employee Point Factoring Committee met on June 11, 2015 to point factor the newly created job classification of Deputy Superintendent, Business. The results of the entire study were supported by C.S.E.A. and by Administration. Director Cope recommended that the Commission accept the 2014/2015 Classification/Reclassification Study as a whole.

Motion: Move to accept the entire 2014/2015 Classification/Reclassification Study, including job description and position allocations.

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

8.0 NEW BUSINESS

- 8.1 2015 Reclassification of Incumbents
Under Merit Rule and Regulations, 3.308 Upward Reclassification, it is necessary to take action to reclassify the incumbents working in the classification. The new classifications are as follows:

Employee	Current Classification	Recommended Classification
Melissa Gomez	Student Data Specialist	Student Data Specialist II, A.E.
Mary Hart	Associate Superintendent, Business	Deputy Superintendent, Business

Motion: Move to approve the reclassification of the above incumbents.

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 July 21, 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 The meeting of the Personnel Commission was adjourned at 2:10 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