



APPROVED MINUTES

Personnel Commission Meeting
July 17, 2012

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Keith Parkhurst; Vice Chairperson, James Rapoza; Member, Lawrence Lane; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge.

Guest: Melanie Martin.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of June 19, 2012 were approved (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Rapoza/Lane).

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 None.

4.2 Human Resources Director's Report

4.2.1 The Santa Cruz County Office of Education's Management retreat will be held at Cabrillo College on August 15, 2012.

4.2.2 The Santa Cruz County Office of Education's Orientation Day will be on August 27, 2012 at the Cocoanut Grove. The Commissioners were invited to attend.

4.2.3 The Santa Cruz County Office of Education is providing the Autism Authorization Classes for teachers for Pajaro Valley Unified School District from October 2, 2012 to April 30, 2013.

4.3 Deputy Superintendent's Report

4.3.1 None.

5.0 CONSENT AGENDA

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Existing Classification Revision: Executive Assistant, Confidential

The Executive Assistant, Confidential job classification was presented to the Commission at their June 2012 meeting and was approved; however, the classification and title were reviewed for further revisions.

Motion: Approve the revised title and job description for Senior Executive Assistant on the confidential salary schedule (Lane/Rapoza).

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

9.0 CLOSED SESSION

9.1 Evaluation of Personnel: Human Resources Director. The Commission adjourned into closed session at 2:14 p.m.

10.0 OPEN SESSION

10.1 The Commission reconvened to open session at 2:35 p.m. The Commission completed the evaluation of the Human Resources Director.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 The next regular Personnel Commission meeting is scheduled for August 21, 2012, at 2 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 2:36 p.m.

Distribution: Personnel Commissioners
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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director