

APPROVED MINUTES

Personnel Commission Meeting
July 19, 2016

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza and Vice Chairperson, Lawrence Lane.

Guests: C.S.E.A. President, Heather Hutchison; Scott Mean-Hill and Lynn Miller.
- 1.3 Introduction of Audience to prospective Commissioner Lynn Miller.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of June 21, 2016 were approved (Lane/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 Commissioner Rapoza motioned that agenda item 9.1 New Joint Member Appointment to the Personnel Commission – Lynn Miller be placed after agenda item 4.0 Public Hearing—Appointment of Joint Member to the Personnel Commission. To accept the agenda as modified (Lane/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill reported that Superintendent Michael Watkins offered classified employees a 2% salary increase for the 2016/2017 school year. Classified employee will also receive an additional 3% salary increase for the 2017/2018 school year. Monetary negotiations will be closed for the next two years; however, administration and the classified bargaining unit agreed to work on cleaning up contract language.

4.0 PUBLIC HEARING-APPOINTMENT OF MEMBER TO PERSONNEL COMMISSION

- 4.1 Open Public Hearing
At 2:04 p.m., the public hearing was open to hear and consider the nomination of Lynn Miller to the Santa Cruz County office of Education's Personnel Commission.
- 4.2 Close Public Hearing
At 2:05 p.m., the public hearing was closed.

9.0 NEW BUSINESS

9.1 New Joint Member Appointment to the Personnel Commission

Motion: To approve Lynn Miller's appointment to the Santa Cruz County Office of Education's Personnel Commission. He will be the neutral member (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

5.0 REPORTS

5.1 Chairperson or Member's Report

5.1.1 None.

5.2 Human Resources Director's Report

5.2.1 Director Cope stated that the Human Resources Department has been extremely busy with recruitments and working on Digital Schools (longevity increases and rolling everything into the new fiscal year). Director Cope wanted to recognize and thank Toni Alldredge and Gabby Rocha for their contributions.

5.2.2 Director Cope informed the Commission of the Administrative kickoff event, which will be August 8, 2016.

5.2.3 Director Cope informed the Commission that The Manager's retreat will be held on August 19, 2016.

5.2.4 Director Cope informed the Commission of the Santa Cruz County Office of Education's Orientation Day, which will be held on August 22, 2016 in the parking lot. Employees will be acknowledged for their years of service and new employees will be introduced. Commissioners were invited to attend.

6.0 CONSENT AGENDA

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

7.0 CORRESPONDENCE

7.1 None.

8.0 OLD BUSINESS

8.1 2016 Reclassification

As a part of the 2016 reclassification process, the revised job descriptions for Department Office Coordinator and the job description for Project Coordinator were presented to the Commission for approval. Heather Hutchison suggested that in the Department Office Coordinator job description that a semicolon be added following the wording, "train personnel in office procedures including budget," and that time records/time sheets be added to the wording of staff absences.

Motion: To adopt the revised job descriptions as part of the 2016 Reclassification Study with amendments as discussed (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

10.0 CLOSED SESSION

- 10.1 Evaluation of Personnel: Human Resources Director
The Commission adjourned into closed session at 2:17 p.m.
- 10.2 The Commission reconvened at 2:41 p.m.

11.0 SCHEDULE OF UPCOMING EVENTS

- 11.1 The next regular meeting of the Personnel Commission is scheduled on August 16, 2016 at 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

12.0 ADJOURNMENT

- 12.1 The meeting of the Personnel Commission was adjourned at 2:42 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President
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Troy Cope

Attest: Troy Cope, Human Resources Director