



*APPROVED MINUTES*

## Personnel Commission Meeting July 21, 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: None present.

### **2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of June 16, 2009 were approved (Rapoza/Lane).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None
- 2.3 To accept the agenda as submitted (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  
Commissioner Lane announced that he will attend the SPCA Northern California Annual Conference.

Commissioner Parkhurst served as a panel member on the Soquel Union Elementary School District Assistant Superintendent of Business Services recruitment.

- 4.2 Human Resources Director's Report  
The Human Resources staff at the County Office of Education attended EPICS training on July 8, 2009. EPICS is an integrated payroll/human resources system.

According to the law, Supervisors' Sexual Harassment Prevention Training has to be offered every two years. In order to be prepared as a presenter with updated information, Director Outtrim will attend a Sexual Harassment Prevention Training at Sonoma COE on August 5, 2009.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued  
Director Outtrim reported that C.S.E.A. has a tentative agreement and the unit has a ratification meeting scheduled on August 12, 2009.

Director Outtrim provided the Commission a classified staffing update. The County Office of Education Special Education Program partnered last year with the Morgan Autism Center to provide quality services to students Autism. Due to student/staff ratio, an expansion of program and cost-containment concerns, the County Office will hire about 30 "part-time" Instructional Aides throughout the year.

- 4.3 Deputy Superintendent's Report  
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 Director Outtrim reminded the Commission of the upcoming SPCA Northern California Annual Conference, October 9-11, 2009.

**7.0 OLD BUSINESS**

- 7.1 None.

**8.0 NEW BUSINESS**

- 8.1 SCCOE Organization Chart: Division Restructure  
Director Outtrim presented and reviewed the 2009/2010 County Office of Education's organizational chart highlighting the management/division changes for the Human Resources office. In addition, the 2008/2009 – 2009/2010 expenditure by cost category chart was also presented to the Commission.

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 The regular Personnel Commission meeting is scheduled for August 18, 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 2:51 p.m.

Distribution: Personnel Commissioners  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
SCCOE Office Managers  
C.S.E.A. President and Representatives  
SCCOE Schools/Classes  
SCCOE Main Office Bulletin Board

Attest: *Traci Outtrim*

---

Traci Outtrim, Director of Human Resources