



APPROVED MINUTES

Personnel Commission Meeting August 17, 2010

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:30 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Interim Human Resources Director, Dr. Susan Villa; and Human Resources Analyst, Toni Alldredge.

Guests: Bryan Wall, Deputy Superintendent; Mary Hart, Associate Superintendent of Business (CBO); and Cathy Potts-Sales, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of July 20, 2010 were approved as amended. Commissioner Parkhurst was in attendance at the June meeting (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda as submitted (Parkhurst/Lane).

Ayes: Lane/Rapoza 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 Rapoza and Commissioner Parkhurst reported that the Human Resources Director interviews went well.

4.2 Human Resources Director's Report

4.2.1 Interim Director Villa announced that Superintendent Watkins and the Personnel Commission selected Megan Booth as the new Human Resources Director. Megan Booth will begin on August 30, 2010.

4.2.2 Interim Director Villa informed the Commission that due to grant funding not being continued, five positions in the Student Services Division were being eliminated October 15, 2010. Affected employees were notified and four of the five employees will be laid off from the Santa Cruz County Office of Education. The fifth employee elected to exercise his bumping rights and has accepted reassignment in lieu of layoff.

4.0 **REPORTS, continued**

- 4.2.3 Toni Alldredge, Human Resources Analyst, celebrated 25 years of service with the Santa Cruz County Office of Education.
- 4.2.4 The Santa Cruz County Office of Education's Orientation Day is on August 30, 2010 at the Cocoanut Grove from 8 a.m. to 12 p.m.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall thanked Interim Human Resources Director Villa and the Personnel Commission for taking their time to participate in the selection process for the Director of Human Resources for the Santa Cruz County Office of Education.
 - 4.3.2 The Santa Cruz County Office of Education manager's retreat was held on August 11, 2010 at Cabrillo College.

5.0 **CONSENT AGENDA**

- 5.1 The consent agenda was approved as submitted (Parkhurst/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 **CORRESPONDENCE**

- 6.1 None.

7.0 **OLD BUSINESS**

- 7.1 Reclassification Study
Interim Director Villa informed the Commission that the Reclassification Committee will hold their first meeting on August 17, 2010. The committee will establish the process and set the timelines. A timeline will be presented at next month's meeting.
- 7.2 Existing Classification Revision: Fiscal Accountant
The job description for Fiscal Accountant was presented to the Commission at the July meeting for minor revisions. After further review and input from the business department and from administration, it became obvious that further minor revisions were necessary. Interim Director Villa stated that the minor revisions were also reviewed and approved by Jean Gardner, Director of Fiscal Services and Heather Hutchison, C.S.E.A. Co-President.

Motion: Move approval of the recommended revised job description for Fiscal Accountant.

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

8.0 NEW BUSINESS

8.1 C.S.E.A.'s Appointee to the Personnel Commission

In accordance with Section Education Code 45247, the appointment of Commissioner Rapoza expires on December 1, 2010. Commissioner Rapoza is the appointee of the Classified School Employees' Association, Chapter 484. C.S.E.A., Chapter 484 shall publicly announce their appointee no later than September 30, 2010.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 The regular Personnel Commission meeting is scheduled for September 21, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:50 p.m.

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Megan Booth

Attest: Megan Booth, Director, Human Resources