



APPROVED MINUTES

Personnel Commission Meeting
August 19, 2014

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: Chairperson, Lawrence Lane and Member, James Rapoza.

Absent: Vice Chairperson, Keith Parkhurst.

Guest: C.S.E.A. Representative Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of June 17, 2014 were approved.

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

2.2 To accept the agenda.

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

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A. Representative, Scott Mean-Hill announced that C.S.E.A. was in the middle of negotiations for 2014/2015.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Lane welcomed Human Resources Director Cope and wished him luck and success.

4.2 Human Resources Director's Report

4.2.1 The management's retreat for SCCOE managers was held at De Anza Park Clubhouse on August 18, 2014.

4.2.2 Orientation day for COE's employees was held on August 25, 2014 at the County Office of Education.

4.2.3 Personnel Administrative Services Steering Committee (PASSCo) at YOLO COE, August 28-29, 2014.

4.2.4 Director Cope reported that he will be rolling out mandated reporter trainings for all new hires.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted.

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

6.0 CORRESPONDENCE

- 6.1 Statewide CSPCA Annual Conference, January 22-25, 2015.
- 6.2 Correspondence from HR Director Cope to Commissioner Lane, August 14, 2014.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 **Classified Staff Reduction/Layoff**
Director Cope reported that a Project Specialist position in Student Services was eliminated due to lack of funds. The position was a grant-funded position. The employee chose not to exercise their right to “bump” into one of the other Project Specialist positions and was eliminated July 21, 2014. The employee was placed on the 39 month re-employment list.
- 8.2 **Board’s Appointee to the Personnel Commission**
Mr. Lane has expressed his interest to the Commission and to the Superintendent of schools of his desire to continue as the Board appointed Commissioner. If reappointed, Mr. Lane’s new term will begin December 1, 2014.
- 8.3 **Classification Revision: Technology Support Technician job description**
Due to a recent resignation, the Technology Support Technician classification was reviewed for currency and relevancy for recruitment purposes. Minor changes were made.

Motion: Move to approve the updated job description for Technology Support Technician.

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

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 September 16, 2014 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 2:11 p.m.

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

Attest: **Troy Cope**
Troy Cope, Director of Human Resources