



APPROVED MINUTES

Personnel Commission Meeting September 15, 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: Mike James, Associate Superintendent and Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of August 18, 2009 were approved.

Ayes: Lane/Rapoza Noes: None

Abstain: Parkhurst Absent: None

2.2 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 PUBLIC HEARING – REAPPOINTMENT OF JOINT APPOINTEE TO THE PERSONNEL COMMISSION, KEITH PARKHURST

4.1 Open Public Hearing

At 2:31 p.m., the public hearing for reappointment of joint appointee to the Personnel Commission was opened for public comments. Commissioners Lane and Rapoza stated that they were both in support of having Keith Parkhurst reappointed. There were no public comments.

4.2 Close Public Hearing

At 2:33 p.m., the Public Hearing on the reappointment of Joint Appointee to the Personnel Commission was closed.

Motion: To approve the reappointment of joint appointee to the Personnel Commission, Keith Parkhurst. His new three-year term will begin December 1, 2009.

Ayes: Lane/Rapoza Noes: None

Abstain: Parkhurst Absent: None

5.0 REPORTS

- 5.1 Chairperson or Member's Report
Commissioner Parkhurst apologized for not being able to attend last month's meeting.
- 5.2 Human Resources Director's Report
Director Outtrim announced that she will be attending the PASSCo meeting in Sacramento on September 18, 2009.

Director Outtrim will be attending the SPCA/NC Conference, October 9-11, 2009 in Lake Tahoe.

The Santa Cruz County Office of Education will be offering the county-wide supervisors sexual harassment prevention training on September 28, 2009 at the County Office. Director Outtrim will be the trainer.

Human Resources provided an internship opportunity for Angel Gomez. He was placed by our student services department and is a client from our WIA program. He attended Heald Business College. He hopes to pursue a career in Human Resources.

Human Resources is working with IT department and the Special Education and Alternative Education programs to support the transition of state reporting from CBEDS/CSIS to CalPADS.

The statewide Great Shake Out Earthquake drill is on October 15, 2009. Director Outtrim is the chair of the SCCOE Safety Committee which is organizing the event.

- 5.3 Deputy Superintendent's Report
Deputy Superintendent James reported that the Santa Cruz Sentinel has requested under the Public Records Information Act the names, positions, and salary information on all Santa Cruz County Office of Education employees.

6.0 CONSENT AGENDA

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

7.0 CORRESPONDENCE

- 7.1 None.

8.0 OLD BUSINESS

- 8.1 None.

9.0 NEW BUSINESS

9.1 2008-2009 Personnel Commission's Annual Report

The final copy of the Personnel Commission's Annual Report for 2008-2009 was presented and approved (Lane/Rapoza).

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

9.2 New Classification–First Reading: Management–Coordinator of Arts in Education

Superintendent Watkins has directed the creation of a new management classification of Coordinator of Arts in Education. There is a large emphasis on grant writing and financial resources development. Commissioner Lane questioned the use of the word “tenaciously.” This constitutes the first reading.

9.3 Existing Classification Revision: Web Technician

The Web Technician job description was created about 5 years ago and has not been active at the Santa Cruz County Office of Education since 2006. In order to support the website functions at the SCCOE and districts countywide, the Superintendent requested that the Web Technician be revitalized. Prior to posting this classification, the job description was reviewed for currency and relevancy. The revisions were discussed and reviewed.

Motion: To approve the Web Technician classification as revised.

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

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 The regular Personnel Commission meeting is scheduled for September 15, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

11.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 3:07 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President and Representatives
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Attest: *Traci Outtrim*

Traci Outtrim, Director of Human Resources