

APPROVED MINUTES

Personnel Commission Meeting
September 15, 2015

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; Vice Chairperson, Bryan Wall; and Member, James Rapoza.

Guest: C.S.E.A. President, Heather Hutchison.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of July 21, 2015 were approved (Rapoza/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda (Wall/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President Hutchison stated that the classified bargaining unit and administration were at impasse. Both parties will meet in October to try and reach an agreement.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
4.1.1 None.
- 4.2 Human Resources Director's Report
4.2.1 Director Cope reported that due to voluntary resignations, the Special Education layoff notices that were sent were rescinded. Several Senior Instructional Aides had the opportunity to become teachers in other districts.
4.2.2 Toni Alldredge, Human Resources Analyst received a 30-year service award and Troy Cope, Human Resources Director received a 10-year service award.
4.2.3 Mark Bedford from Digital Schools will attend the Personnel Directors' meeting on September 16, 2015. He will talk about AB1522—Affordable Care Act.
4.2.4 Director Cope reported that the Santa Cruz County Office of Education's Orientation Day on August 24, 2015 went well.
4.2.5 Once every four years, the Santa Cruz County Office of Education offers their employees the opportunity to update their tuberculosis test. Employees with no identified risk factors or who test negative for the tuberculosis infection will complete the tuberculosis risk assessment, which will be reviewed by our certified nurse, Rebecca Bogden.

4.0 REPORTS (continued)

4.2 Human Resources Director's Report (continued)

4.2.6 AB 1432, The Child Abuse and Neglect Reporting Act require that school districts and county offices of education annually train employees on mandated child abuse reporting. The Santa Cruz County Office of Education is training all employees, including all county-wide certificated/classified substitutes, through Keenan and Associates online training module.

4.2.7 Director Cope informed the Commission that the results of an all COE staff survey was presented and reviewed at the manager's retreat.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Wall/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 2016 Statewide CSPCA Annual Conference, February 25-28, 2016, Anaheim, CA

6.2 Letter dated September 11, 2015—Term Expiration of Commissioner—Joint Appointee

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Term Expiration of Commissioner—Joint Appointee

9.0 CLOSED SESSION

9.1 Evaluation of Personnel: Human Resources Director

The Commission adjourned into closed session at 2:11 p.m.

10.0 The Commission reconvened at 2:42 p.m.

11.0 SCHEDULE OF UPCOMING EVENTS

11.0 August 18, 2015 Regular Meeting of the Personnel Commission, 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 2:56 p.m.

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

Troy Cope

Attest: Troy Cope, Human Resources Director