

APPROVED MINUTES

Personnel Commission Meeting September 16, 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; Member, James Rapoza; Human Resources Director Cope; and Human Resources Analyst, Toni Alldredge.

A moment of silence was held in honor of Keith Parkhurst who recently passed away.

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

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of August 19, 2014 were approved.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President Hutchison reported that C.S.E.A. is moving forward with negotiations for 2014/2015.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Lane said that he would not be able to attend the October 21, 2014 meeting.
- 4.2 Human Resources Director's Report
 - 4.2.1 Director Cope stated that Keith Parkhurst will be missed and it was a great loss.
 - 4.2.2 Orientation day for COE's employees was held on August 25, 2014 at the County Office of Education. Orientation day went well and it was a great start for the new school year.
 - 4.2.3 Director Cope informed the Commission that George Cole, Executive Director of California School Personnel Commissioners Association (C.S.P.C.A.) offered his services as a resource for working for a Merit System. Director Cope also reported that C.S.P.C.A. made a donation to the For Kids Foundation Monterey Bay in honor of Keith Parkhurst.
 - 4.2.4 Director Cope reported that he will be rolling out mandated reporter trainings for all new hires utilizing Keenan's Safe Schools.
 - 4.2.5 Human Resources (HR) Directors' meetings will begin in October at the Santa Cruz COE. Director Cope informed the Commission that he would like to create a local List Serve for local HR Directors. The local List Serve would connect the HR Directors and other relevant stakeholders throughout Santa Cruz County through an email system.
 - 4.2.6 Director Cope will provide training to managers on Classified Performance Reviews.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 Board's Appointee to the Personnel Commission
On September 18, 2014, the Santa Cruz Board of Education will announce that incumbent Board Appointed Personnel Commissioner, Lawrence Lane placed his name as a nominee for reappointment. The Board will hold the Public Hearing on their nomination on October 16, 2014.

8.0 NEW BUSINESS

- 8.1 Classified Staff Reduction/Transfer
Director Cope reported that unfortunately due to the lack of work/lack of funds, Superintendent Watkins took official action to discontinue an Administrative Secretary position (ROP/1.0 FTE). The impact of the laid-off position resulted in one employee transferring within classification to another assignment at 1.0 FTE. The personnel action will be effective October 1, 2014. Discussion followed.
- 8.2 Appointment of Third Member to the Personnel Commission
With Commissioner Parkhurst's passing and in accordance with Education Code 45248, the appointment to the vacancy occurring subsequent to the initial appointment shall be made by the original appointing authority either for a new full term or to fill an unexpired term. Discussion followed.

The Commission and Director Cope agreed on the following timelines and processes to fill the unexpired term: To publicly announce the vacancy on Edjoin and place an advertisement in the Santa Cruz Sentinel and in the Register Pajaronian; eligible applicants must be a registered voter and resident within the territorial jurisdiction of the Santa Cruz County Office of Education and be a known adherent to the principles of the merit system and/or civil service; accept applications for 30 days; request interested applicants to contact Director Cope; and applicants must complete an application. Applicants will be invited to interview with the Personnel Commission at their next regularly scheduled meeting and the public will have the opportunity to make comments.

As Commissioner Lane stated earlier, he is unable to attend the October 21, 2014 Personnel Commission meeting. The Commission agreed to reschedule their next meeting to October 27, 2014.

- 8.3 Reorganization of the Personnel Commission
Keith Parkhurst was to serve as Vice President for the remainder of the year. With his passing, the Commission reorganized. Moved that James Rapoza serve as Vice President.
Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 October 27, 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 2:44 p.m.

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

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