



APPROVED MINUTES

Personnel Commission Meeting
September 17, 2013

1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Megan Corey; and Human Resources Analyst, Toni Alldredge.

Guests: None.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of July 16, 2013 were approved (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Parkhurst/Lane).

Ayes: Unanimous 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 Lane stated that he will not be able to attend October's Personnel Commission meeting.

4.2 Human Resources Director's Report

4.2.1 Director Corey reported that there is a county-wide shortage of tuberculin for TB skin tests.

4.2.2 Director Corey informed the Commission that the third phase for the implementation of Digital Schools, the new HR/Financial system, has begun. Abel Vargas, Sherrill McNulty and Toni Alldredge will enter data into two systems and will attend scheduled all-day Digital Schools trainings during the next year.

4.3 Deputy Superintendent's Report

4.3.1 None.

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 School Personnel Commissioners Association, Northern California Mini-Conference, October 12, 2013. Commissioner Corey announced that she would be attending the conference.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Project Specialist Job Description, Minor Revisions

A routine Federal Review of the Central California Migrant Head Start Programs was conducted during this past year. A finding of the review noted that the COE Project Specialist job description did not meet the minimum educational requirements of the Federal Head Start Act. The revised job description was reviewed and discussed.

Motion: Move approval of the revised job description as presented. The revisions had no effect on salary placement (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.0 October 15, 2013 Regular Meeting of the Personnel Commission, Bay Conference Room Conference Room, 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 2:15 p.m.

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Megan Corey

Attest: Megan Corey, Human Resources Director