



APPROVED MINUTES

Personnel Commission Meeting
September 20, 2011

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:30 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison and Human Resources Assistant II, Lily Aguado.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of August 16, 2011 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: Parkhurst Absent: None

2.2 To accept the agenda as submitted (Parkhurst/Rapoza).

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

4.1.1 Chairperson Lane reported that he will not be attending the Northern California Conference in October 2011.

4.1.2 Vice Chairperson Parkhurst reported that he attended the Santa Cruz COE Orientation on August 29, 2011.

4.2 Human Resources Director's Report

4.2.1 Director Booth reported she attended The Santa Cruz County Office of Education's Management retreat at Cabrillo College. All Managers discussed their mission/vision for the new school year.

4.2.2 Director Booth reported that the Santa Cruz COE Orientation was August 29, 2011 and thanked Vice Chairperson Parkhurst for attending.

4.2.3 On September 27, 2011, the Santa Cruz COE will sponsor a Leaves Workshop.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.4 Sexual Harassment Prevention Training Workshop will be scheduled in November 2011. Commissioners will be invited to participate.
 - 4.2.5 Director Booth reported that keeping in line with Superintendent Watkin's goals, the Santa Cruz County Office of Education is offering a Professional Development Workshop Series for classified employees working at the Santa Cruz County Office of Education from October 6, 2011 through May 3, 2012. The series will consist of eight workshops presented by Claire Laughlin, Director of Corporate Training at Cabrillo College.
 - 4.2.6 On Thursday, October 20, 2011 at 10:20 a.m., the Santa Cruz County Office of Education will participate in the "2011 Great California Shake Out" earthquake drill.
 - 4.2.7 The Santa Cruz County Office of Education will host TB skin test clinic for employees on October 24 and 25, 2011 at the Santa Cruz County Office of Education.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall reported that the Santa Cruz County Office of Education, the police department and all nine school districts have been working in conjunction on the North County Gang Task Force. The committee is focusing on gang prevention strategies for young people.

5.0 CONSENT AGENDA

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

Ayes:	Unanimous	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 October 20, 2011, the Board will hold the Public Hearing on their nomination. 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.

8.0 NEW BUSINESS

- 8.1 None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 October 18, 2011, Regular Meeting of the Personnel Commission, Bay Conference Room, 2:30 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 2:49 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director