

APPROVED MINUTES

Personnel Commission Meeting
September 20, 2016

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 and Member, Lynn Miller.

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 16, 2016 were approved (Lane/Miller).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda (Miller/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Heather Hutchison announced that Kaiser Permanente was coming to Santa Cruz County and would be providing services. Heather stated that she would be meeting Kaiser Permanente representatives to find out what they were offering. Heather will bring back the information to the bargaining unit and the unit can choose if they want to add the Kaiser Permanente plan to SISC.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
4.1.1 None.
- 4.2 Human Resources Director's Report
4.2.1 The Managers' Retreat was held on August 19, 2016 at the new Santa Cruz County Office of Education's Alternative Education facility in Watsonville.
4.2.2 The Santa Cruz County Office of Education celebrated the completion of Sequoia School with a ribbon cutting. Director Cope announced that the event was amazing. The facility will house five Alternative Education programs, including high school, junior high school, independent study, academy and the job skills-focused Sueños Program.
4.2.3 The Santa Cruz County Office of Education's Orientation Day was held on August 22, 2016.
4.2.4 On September 14, 2016, the Santa Cruz COE Managers attended a workshop on Facilitation for Equity.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 2016 SPCA Northern CA Fall Conference, October 21-23, 2016 in Reno, NV
6.2 CSPCA Annual Conference, January 26-29, 2017 in San Francisco

7.0 OLD BUSINESS

- 7.1 C.S.E.A.'s Appointee to the Personnel Commission
The Classified School Employee Association (C.S.E.A.) notified the Personnel Commission that James Rapoza was re-elected. The Classified School Employee Association (C.S.E.A.) will present the name of James Rapoza as their nominee to continue in his role as the Personnel Commissioner to the Santa Cruz County Office of Education's Board of Trustees meeting on October 20, 2016.

8.0 NEW BUSINESS

- 8.1 Existing Classification Revision: Project Coordinator, MAA/LEC 7
The Project Coordinator, MAA/LEC was created in 2006 and reclassified in June 2014. Due to a recent resignation, the classification was reviewed for currency and relevancy for recruitment purposes. This is a classified position and the revisions will not be taken to the point-factor committee.

Motion: To approve the revised job description with the revised classification title of Project Coordinator, Medi-Cal and abolish the classification of Project Coordinator, MAA/LEC (Miller/Lane).

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

9.0 CLOSED SESSION

- 9.1 The Commission adjourned into closed session at 2:09 p.m.

10.0 OPEN SESSION

- 10.1 The Commission reconvened at 2:21 p.m.

11.0 SCHEDULE OF UPCOMING EVENTS

- 11.1 October 18, 2016 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 2:22 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