



UNAPPROVED MINUTES

Personnel Commission Meeting
September 21, 2010

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:31 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 Booth; and Human Resources Analyst, Toni Alldredge.

Guest: Bryan Wall, Deputy Superintendent.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meetings of August 10, 2010 and of August 17, 2010 were approved. Commissioner Parkhurst was in attendance at the June meeting (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda as submitted (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

4.1.1 The Commissioners announced that they won't be attending the Northern CSPCA Annual Conference on October 2, 2010 in San Jose, CA.

4.2 Human Resources Director's Report

4.2.1 Credential and Counselors Conference of California, October 12-14, 2010 in Sacramento, CA.

4.2.2 Training Session on I-9 Issues, October 18, 2010 at the Santa Cruz County Office of Education.

4.3 Deputy Superintendent's Report

4.3.1 Deputy Superintendent Wall welcomed Director Booth and commended her for seamlessly stepping into the Human Resources Director position.

4.3.2 Deputy Superintendent Wall informed the Commission that Director Booth will be facilitating the monthly Personnel Director's Meetings. Commissioner Parkhurst mentioned that he would like to attend their first meeting to discuss ACSA membership.

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 None.

7.0 **OLD BUSINESS**

- 7.1 Reclassification Study
 Director Booth presented an updated timeline. The Reclassification Committee met on August 17, 2010 to establish the process and timelines. The Committee determined that three requests required further study. The Reclassification Committee will meet and interview each of the individuals and their supervisors on September 29 and 30, 2010.
- 7.2 C.S.E.A.'s Appointee to the Personnel Commission

8.0 **NEW BUSINESS**

- 8.1 C.S.E.A.'s Appointee to the Personnel Commission
 In accordance with Section Education Code 45247, the appointment of Commissioner Rapoza expires on December 1, 2010. Commissioner Rapoza is the appointee of the Classified School Employees' Association, Chapter 484. The Classified School Employee Association (CSEA) will present the name of James Rapoza as their nominee to continue in his role as the Personnel Commissioner at the next Santa Cruz County Office of Education's Board of Trustees Meeting.

9.0 **SCHEDULE OF UPCOMING EVENTS**

- 9.1 The regular Personnel Commission meeting is scheduled for October 19, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

10.1 The meeting of the Personnel Commission was adjourned at 2:46 p.m.

Distribution: Personnel Commissioners
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Megan Booth

Attest: Megan Booth, Director, Human Resources