



*APPROVED MINUTES*

Personnel Commission Meeting  
October 18, 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 and C.S.E.A. Co-President, Heather Hutchison.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of September 20, 2011 were approved (Parkhurst/Rapoza).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

2.2 To accept the agenda as revised. The regular meeting of the Personnel Commission on November 15, 2011 is scheduled at 1:30 p.m. (Rapoza/Parkhurst).

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 Vice Chairperson Parkhurst reported that he attended ACSA's 2011 Personnel Institute which was held October 12-14, 2011 in Berkeley, California.

4.2 Human Resources Director's Report

4.2.1 On September 27, 2011, the Santa Cruz COE sponsored a Leaves Workshop.

4.2.2 Sexual Harassment Prevention Workshops will be scheduled in late November or early December.

4.2.3 Director Booth reported that the first workshop in the Professional Development Series was offered on October 6, 2011. Participants in the session learned the components of a positive workplace and how their individual perceptions and communication choices contribute to the work climate.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued
  - 4.2.4 Sue Corso and Scott Hill attended the Annual Credential Analyst Conference, October 11-13, 2011 in Sacramento. Scott Hill identified other resources within the state. He will take advantage of other training opportunities.
  - 4.2.5 Scott Hill and Lily Aguado will attend the CalSTRS 2011 Secretarial Summit, October 21, 2011 in Sacramento.
  - 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 the TB skin test clinic for employees on October 24 and 25, 2011 at the Santa Cruz County Office of Education.
  - 4.2.8 EPICS Fall Users Meeting, November 15, 2011 at the Santa Cruz COE.
- 4.3 Deputy Superintendent's Report
  - 4.3.1 Deputy Superintendent Wall reported that administration received positive feedback following the first workshop in the Professional Development Series.

**5.0 CONSENT AGENDA**

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

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 held the Public Hearing on their nomination. Mr. Lane was reappointed as the Board appointed Commissioner. His three-year term will begin December 1, 2011.

**8.0 NEW BUSINESS**

- 8.1 A draft of the Personnel Commission's Annual Report for 2010/2011 was presented at the Commission meeting. The annual report was reviewed and discussed. The annual report will be presented at the November meeting as an action item.
- 8.2 Holiday Luncheon  
The end of the year holiday luncheon will be held prior to the next Personnel Commission meeting on November 15, 2011. Invitations with the location and time will be sent out.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 November 15, 2011, Regular Meeting of the Personnel Commission, Bay Conference Room, 1:30 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 3:10 p.m.

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***Megan Booth***

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Attest: Megan Booth, Human Resources Director