



APPROVED MINUTES

Personnel Commission Meeting  
October 18, 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; C.S.E.A. Representative, Tiffanie Meschi and Scott Mean-Hill.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of September 20, 2016 were approved (Miller/Lane).

Ayes: Unanimous      Noes: None

Abstain: None      Absent: None

2.2 To accept the agenda (Lane/Miller).

Ayes: Unanimous      Noes: None

Abstain: None      Absent: None

**3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 Heather Hutchison introduced Tiffany Meschi as C.S.E.A.'s new regional representative. Tiffany will also represent C.S.E.A. at the Santa Cruz COE's Personnel Commission meetings.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Director Cope announced that Gabriela Rocha, Human Resources Assistant III, has resigned. She is moving to San Diego and will be missed.

4.2.2 Last week, Scott Mean-Hill attended the Credential Counselors and Analysts of California Annual Conference. Scott mentioned that about 870 people attended and the workshop was very informative.

4.2.3 On October 20, 2016, the Great California Shake Out—Earthquake Drill will be held.

4.2.4 Digital Schools Annual Users' Conference will be held on November 7, 2016.

4.2.5 The Personnel Commission's annual holiday luncheon will be held on November 15, 2016 at 11:30 a.m. with the Personnel Commission's meeting starting at 1 p.m. Director Cope will notify every one of the location.

**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 None.

**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 2017 Classification/Reclassification Study  
The Santa Cruz County Office of Education has developed an annual classification plan where identified classifications are studied on a regular basis every six to seven years. The plan has allowed the Santa Cruz County Office of Education to consistently study classifications on a regular basis to ensure internal salary alignment and current classified job descriptions. The annual classification plan does not negate the necessity of performing the annual reclassification studies requested by staff.

For the 2017 classification study, the additional Instructional Support classifications, that were not reviewed recently, will be studied. The Instructional Support classifications that will be studied will consist of Guidance Counselor Technician I (no one currently serving in classification); Guidance Counselor Technician II (four employees); Work Experience Specialist (three employees); Alternative Media Assistant, Visually Impaired (one employee); Alternative Media Specialist, Visually Impaired (no one currently serving in classification); Campus Supervisor (no one currently serving in classification); and Parent Support Representative (one employee).

All Classified Employees will be notified of their right to file a request for reclassification on November 1, 2016. Discussion followed. Director Cope stated that he would contact Ken Thomas to find out if he was still available to conduct the 2017 classification/reclassification study.

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 November 15, 2016 Regular Meeting of the Personnel Commission, 1 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 2:22 p.m.

Distribution: Personnel Commission  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
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C.S.E.A. President  
SCCOE Main Office Bulletin Board

**Troy Cope**

Attest: Troy Cope, Human Resources Director