



APPROVED MINUTES

Personnel Commission Meeting
October 19, 2010

1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

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

Absent: Keith Parkhurst, Member.

Guests: Bryan Wall, Deputy Superintendent and Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meetings of September 21, 2010 were approved (Lane/Rapoza).

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

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

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

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison informed the Commission that on October 20, 2010, C.S.E.A., Chapter 484 members were invited to meet and learn more about the candidates running for the Santa Cruz County Board of Education.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Sue Corso and Scott Hill attended the Credential and Counselors Conference of California, October 12-14, 2010 in Sacramento, CA.

4.2.2 Due to a layoff, Scott Hill was reassigned and began working in the Human Resources Department as of October 18, 2010.

4.2.3 The Santa Cruz County Office of Education sponsored a workshop on Avoiding Immigration.

- 4.2 Human Resources Director's Report, continued
 - 4.2.4 Director Booth informed the Commission that she was interested in rescheduling the Personnel Commission meeting of November 16, 2010. The Personnel Commission agreed to meet on November 9, 2010.
 - 4.2.5 Safety Training—The Great California Shake Out—Earthquake Drill, October 21, 2010 at 10:21 a.m.
 - 4.2.6 Sexual Harassment Prevention Training, October 27, 2010 at the Santa Cruz County Office of Education.
 - 4.2.7 EPICS Fall Users Meeting, November 19, 2010 at the Santa Cruz County Office of Education.
 - 4.2.8 CalSTRS 2010 Secretarial Summit, November 16, 2010, Sacramento, CA.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall shared that he received positive feedback in regards to the Reclassification Committee. Director Booth is doing a great job and is also reaching out to the districts in the county.

5.0 CONSENT AGENDA

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

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

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 Reclassification Study
Director Booth updated the Commission on the reclassification study. The Reclassification Committee met with each individual and their supervisors on September 29 and 30, 2010. The committee's findings and recommendations will be presented to the Commission at the November meeting.
- 7.2 C.S.E.A.'s Appointee to the Personnel Commission
The Classified School Employee Association (CSEA) will present the name of James Rapoza as their nominee to continue in his role as the Personnel Commission at the Santa Cruz County Office of Education's Board of Trustees Meeting on October 21, 2010.

8.0 **NEW BUSINESS**

8.1 2009-2010 Personnel Commission's Annual Report

A draft of the Personnel Commission's Annual Report for 2009/2010 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.

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for November 9, 2010 at 1:30 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 2:56 p.m.

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Megan Booth

Attest: Megan Booth, Director, Human Resources