



APPROVED MINUTES

Personnel Commission Meeting October 20, 2009

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:30 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Parkhurst; Member, James Rapoza; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Absent: Vice Chairperson, Lawrence Lane.

Guests: Mike James, Deputy Superintendent and Yvette Rivera.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of August 18, 2009 were approved (Rapoza/Parkhurst).

Ayes: Rapoza/Parkhurst Noes: None

Abstain: None Absent: Lane

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

Ayes: Rapoza/Parkhurst Noes: None

Abstain: None Absent: Lane

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report

Commissioner Parkhurst stated that he attended the SPCA/NC Annual Conference with Commissioner Lane and Director Outtrim.

4.2 Human Resources Director's Report

Director Outtrim reported that the attendance at the SPCA/NC Annual Conference was low. Director Outtrim commented that the workshops were very valuable.

Attended the PASSCo Meeting on September 17-18, 2009 in Sacramento.

Director Outtrim is working with SCCOE student programs and Pacific Collegiate School in the transitioning from CBEDS/CSIS to CalPads. In the past, the SCCOE has always reported data to the state on behalf of Pacific Collegiate. However, this year Pacific Collegiate will report directly to the state. Director Outtrim will be available as a resource.

Director Outtrim and Lucinda Pappani, Payroll Coordinator attended the October 16, 2009 CASBO meeting in Emeryville.

4.0 REPORTS, continued

4.2 Human Resources Director's Report , continued

Director Outtrim offered two county-wide supervisory sexual harassment prevention trainings on September 28, 2009 and an alternative date of October 26, 2009. Director Outtrim will be the trainer.

Superintendent Watkins requested that departments profile their programs in the SCCOE E-Newsletter. With permission, Director Outtrim will profile the Personnel Commission.

4.3 Deputy Superintendent's Report

Deputy Superintendent James announced that Barney Finlay, Associate Superintendent of Business (CBO) is retiring at the end of December 2009. The Human Resources Department will begin the recruitment process shortly.

Community Television of Santa Cruz County is presenting a series on the concept of the consolidation of school districts. The first topic in the series will be *Teachers Speak Out*.

The Santa Cruz County Office of Education is offering flu shots to employees on October 20, 2009. Deputy Superintendent James invited the Commissioners to have their flu shot done at the County Office.

5.0 CONSENT AGENDA

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

Ayes:	Rapoza/Parkhurst	Noes:	None
Abstain:	None	Absent:	Lane

6.0 CORRESPONDENCE

6.1 Cover letter to the Board from the Personnel Commission for the Annual Report.

7.0 OLD BUSINESS

7.1 New Classification – Second Reading: Management – Coordinator of Arts in Education
The proposed job description for Coordinator of Arts in Education was presented for a second reading. The only change was that the word “tenaciously” was removed from one of the line items in “essential duties.”

Motion: Move to approve the new job description for Coordinator of Arts in Education and that the position be placed on Level 16 of the classified management salary schedule (\$62,602 to \$79,896 annually).

Ayes:	Rapoza/Parkhurst	Noes:	None
Abstain:	None	Absent:	Lane

8.0 NEW BUSINESS

8.1 Staff Report: Chrysalis Center Program Staffing

Director Outtrim provided a staff report on classified recruitment and selection for the Chrysalis Autism program. The SCCOE Special Education program has experienced staff reconfiguration and program expansion due to the Chrysalis Autism program. Director Outtrim recognized Yvette Rivera for all her efforts in the significant recruitment process. On behalf of the Personnel Commission, Commissioner Parkhurst thanked the staff for a job well done.

8.0 **NEW BUSINESS, Continued**

8.2 Holiday Luncheon

The end of the year holiday luncheon will be held prior to the next Personnel Commission meeting on November 17, 2009. Invitations with the location and time will be sent out in the next few weeks.

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for November 17, 2009 at 1:45 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 3:04 p.m.

Distribution: Personnel Commissioners
 Michael C. Watkins, Superintendent
 SCCOE Board of Education
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Attest:

Traci Outtrim

Traci Outtrim, Director of Human Resources