

APPROVED MINUTES

**Personnel Commission Meeting  
October 27, 2014**

**1.0 CALL TO ORDER**

- 1.1 Chairperson Lane called the regular meeting to order at 2:04 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, Lawrence Lane; Member, James Rapoza; Human Resources Director Cope; and Human Resources Analyst, Toni Alldredge.
- Guest: C.S.E.A. President, Heather Hutchison.

**2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of September 16, 2014 were approved.
- |          |             |         |      |
|----------|-------------|---------|------|
| Ayes:    | Rapoza/Lane | Noes:   | None |
| Abstain: | None        | Absent: | None |
- 2.2 To accept the agenda.
- |          |             |         |      |
|----------|-------------|---------|------|
| Ayes:    | Rapoza/Lane | Noes:   | None |
| Abstain: | None        | Absent: | None |

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

- 3.1 None.

**4.0 SPECIAL BUSINESS**

- 4.1 Interview of Candidates for Personnel Commissioner  
Director Cope announced that the Personnel Commission received one application for the open position of Personnel Commissioner, which was from Bryan Wall. Bryan Wall was unable to attend the meeting. The Commission reviewed his resume and Director Cope spoke to Bryan's qualifications.
- 4.2 Public Hearing  
At 4:07 p.m. the Commission opened the public hearing. C.S.E.A. President Hutchison stated that she thought that Bryan Wall would be an excellent candidate.
- 4.3 Closed Session: Public Employee Appointment  
At 4:08 p.m., the Commission adjourned into closed session.

**5.0 OPEN SESSION**

- 5.1 Report Out From Closed Session  
At 4:09 p.m., the Commission reconvened. Commissioner Lane announced that Bryan Wall was nominated and action would be taken under agenda item 10.3.

**6.0 REPORTS**

- 6.1 Chairperson or Member's Report
- 6.1.1 Commissioner Lane thanked everyone for their flexibility in rescheduling the October Personnel Commission meeting so he would be in attendance.
- 6.2 Human Resources Director's Report
- 6.2.1 Director Cope will be attending PASSCo, November 13-14, 2014.
- 6.2.2 Director Cope reported that he would conduct Mandated Reporter Training for Managers.
- 6.2.3 Director Cope informed the Commission that he attended the JPA meeting on October 23, 2014.

**6.0 REPORTS, continued**

- 6.2 Human Resources Director's Report, continued
- 6.2.4 Director Cope announced that he is working with Doug Evers, the Lost Control Coordinator for Santa Cruz and San Benito counties, in providing on-line safety trainings for employees.
- 6.2.5 Director Cope informed the Commission that he is also working with Doug Evers on a return-to-work/bridge assignment program for employees injured on the job. If the employee is unable to return to their position he or she held prior to the absence, the bridge assignment would provide other alternatives to assist the employee in returning to work in a timely and safe manner.
- 6.2.6 The Personnel Directors' meeting will be held on October 28, 2014. Director Cope will survey the Directors to find out what professional development workshops they would like to have offered in the upcoming year.

**7.0 CONSENT AGENDA**

- 7.1 The consent agenda was approved as submitted.
- |          |             |         |      |
|----------|-------------|---------|------|
| Ayes:    | Rapoza/Lane | Noes:   | None |
| Abstain: | None        | Absent: | None |

**8.0 CORRESPONDENCE**

- 8.1 None.

**9.0 OLD BUSINESS**

- 9.1 Board's Appointee to the Personnel Commission  
The Santa Cruz Board of Education held their Public Hearing on the reappointment of Mr. Lane. He was reelected to serve another three-year term on the Personnel Commission.

**10.0 NEW BUSINESS**

- 10.1 2015 Classified/Reclassification Report and Timeline  
Director Cope informed the Commission that a notice informing classified employees of their right to request that their position be studied will be sent out at the beginning of November 2014.

The Santa Cruz County Office of Education developed an annual classification plan where identified classifications are studied on a regular basis every three to four years. Director Cope recommended that the Professional Services family be studied for the 2015 classification study. C.S.E.A. President Hutchison stated that she thought that the Commission agreed that the Instructional Support family was going to be studied this year. The Commission did not recall the conversation. Director Cope explained why he felt that the Professional Services family needed to be studied. Discussion followed. Director Cope informed the Commission that the services of Consultant Ken Thomas will be used for the 2015 study; but he planned on phasing out a reclassification/classification consultant. The Commission and C.S.E.A. President Hutchison expressed their concerns. An outside consultant was hired to ensure that the study was handled fair and equitable. Director Cope stated that it comes down to money. Commissioner Rapoza stated that the Personnel Commission is an independent body and is also concerned about the impact on the Human Resources Department and the staff. Commissioner Lane recalled that in 2012/2013, the Commission was inundated with reclassification requests. Further discussion took place. The Commission asked Director Cope to reevaluate the classifications that will be studied this year, especially with Consultant Thomas's assistance. The Commission felt that Director Cope would have a better understanding of the classification/reclassification process following this year's study.

**10.0 NEW BUSINESS, continued**

10.2 Annual Report

According to Education Code 45266 (a), the activities of the Personnel Commission shall be prepared and reported annually. The annual report will be presented to the Personnel Commission at the December 2014 meeting.

10.3 Appointment of Third Member to the Personnel Commission

Motion: To approve the appointment of joint appointee to the Personnel Commission, Bryan Wall. The unexpired term will go through December 1, 2015.

Ayes: Rapoza/Lane                      Noes:                      None

Abstain: None                              Absent:                      None

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 November 18, 2014 Regular Meeting of the Personnel Commission, 2 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 2:37 p.m.

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

Attest: **Troy Cope**  
Troy Cope, Director of Human Resources