



APPROVED MINUTES

Personnel Commission Meeting November 17, 2009

1.0 CALL TO ORDER

- 1.1 Chairperson Parkhurst called the regular meeting to order at 1:45 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Keith Parkhurst; Vice Chairperson, Lawrence Lane; Member, James Rapoza; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Guests: Mike James, Associate Superintendent and Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of October 20, 2009 were approved.
Ayes: Rapoza/Parkhurst Noes: None
Abstain: Lane Absent: None
- 2.2 To accept the agenda as submitted.
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Heather Hutchison announced that the Regional Occupational Program donated sixty fruit trees to Soquel High School.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
Commissioner Parkhurst stated that last Friday he attended an educational law firm update workshop which he felt would be beneficial to his position as a personnel commissioner.

Commissioner Lane stated that he enjoyed the Personnel Commission luncheon. Commissioner Parkhurst apologized for being unable to attend.
- 4.2 Human Resources Director's Report
Director Outtrim reported that she attended the Workers Compensation Symposium on November 3, 2009 in Santa Clara.

Sherrill McNulty, Yvette Rivera and Toni Alldredge attended an EdJoin training on November 4, 2009 in Salinas.

AESOP sponsored a user's group training at the Santa Cruz County Office of Education on November 12, 2009. In the future, the county office hopes to take advantage of the program's paperless time and attendance tracking feature. Currently, the county office is piloting time and attendance for employees who work at outlying sites.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report , continued
Director Outtrim and Yvette Rivera will attend the Teacher/Aide Injury Prevention (Train the Trainer) workshop on November 18, 2009.

Director Outtrim participated in an EEO Trends Webinar on November 5, 2009.

- 4.3 Deputy Superintendent's Report
None.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Lane/Rapoza).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 Notice of 2010 Reclassification Study.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Existing Classification Revision: Assistant Superintendent of Business to Associate Superintendent of Business (Chief Business Official)
The existing job description for Assistant Superintendent of Business was approved back in 1994. With Barney Finlay's retirement, the classification was reviewed for currency. The revised job description was reviewed and discussed. Commissioner Rapoza recommended that the wording for the county office verses county office of education be consistent throughout the job description.

Motion: Move approval of revised job description as presented. The revisions had no effect on salary placement (Lane/Rapoza).

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

- 8.2 Human Resources Director's Goals and Objectives
Director Outtrim reviewed her following manager's goals and objectives with the Commission:

1. Employee Professional Development Plan(s)
2. Review/Revise/Revamp all recruitment materials and exams
3. Complete bridge between EPICS and POWERSCHOOL

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for December 15, 2009 at 2:30 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 2:26 p.m.

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Attest:

Traci Outtrim

Traci Outtrim, Director of Human Resources