

APPROVED MINUTES

Personnel Commission Meeting
November 18, 2014

1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane and Vice Chairperson, James Rapoza.

Guest: Bryan Wall.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of October 27, 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

2.3 Swearing in of New Personnel Commissioner, Bryan Wall

Chairperson Lane swore in Bryan Wall as the new Personnel Commissioner. His term will begin November 18, 2014 and go through December 1, 2015.

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Chairperson Lane thanked Commissioner Wall for taking on the responsibility for serving on the Personnel Commission. Commissioner Wall stated that he was delighted to serve with Commissioner Lane and Commissioner Rapoza.

4.2 Human Resources Director's Report

4.2.1 Director Cope announced that the county-wide Human Resources Directors' training, which focused on stipends and creditable service for CalSTRS/CalPERS, went well.

4.2.2 On November 6, 2014, Superintendent Watkins held a COE general staff meeting.

4.2.3 Director Cope announced that a professional development survey was sent to classified employees.

4.2.4 An Injury and Illness Prevention Plan Message/Training is scheduled on December 10, 2014.

4.2.5 This year's Personnel Commission's holiday luncheon will be held on December 9, 2014 at Ristorante Italiano at 11:30 a.m.

5.0 CONSENT AGENDA

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

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

6.0 CORRESPONDENCE

6.1 A thank you card to the Personnel Commissioners in appreciation of their thoughtfulness was received from Lenard Howard, Maintenance Custodian.

7.0 OLD BUSINESS

7.1 Notice of 2015 Reclassification Study

Director Cope informed the Commission that the 2015 reclassification study notice was sent out to all classified employees on November 4, 2014.

8.0 NEW BUSINESS

8.1 Five-Year Classification Plan

According to Merit Rule 3.209, every three to four years a review of all position classifications will be made, as deemed necessary by the provisions of sections 3.000 and/or section 8.102 of these rules. The last comprehensive study was completed in June of 1994. Director Cope reviewed his recommended five-year classification plan. Discussion followed. Commissioner Lane requested that the five-year plan include how many employees serve in each classification. Commissioner Lane also felt that it would be helpful if Director Cope provided a historical report of classifications/reclassifications that have been studied over the past few years.

Commissioner Rapoza expressed his concerns with Merit Rule 3.209 which states that the Commission shall review all position classifications every three to four years. He recommended that the Commission revisit Merit 3.209 at the January 2015 meeting.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 December 9, 2014 Regular Meeting of the Personnel Commission, 1:30 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 2:26 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

Troy Cope

Attest: Troy Cope, Human Resources Director