

APPROVED MINUTES

Personnel Commission Meeting
December 8, 2015

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 1:32 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

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

Absent: Vice Chairperson, Bryan Wall.

Guests: C.S.E.A. President, Heather Hutchison and C.S.E.A. Secretary, Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of November 17, 2015 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

2.2 To accept the agenda.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A. President Hutchison announced that C.S.E.A., Chapter 484 would hold their Winter celebration at Ming's restaurant in Soquel.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Lane applauded Commissioner Rapoza on receiving the Hammer-Marcum Award.

4.1.2 Chairperson Lane recapped on his second year of service as Chairperson for the Personnel Commission. Commissioner Lane said that it was a positive year for the Human Resources Department thanks to Director Cope's leadership and to the department's competent staff. Commissioner Lane stated that he could see why Superintendent Watkins is seeking Bryan Wall's assistance, but it will be a lost for the Personnel Commission.

4.2 Human Resources Director's Report

4.2.1 The Santa Cruz County Office of Education is offering C.P.R. training to their employees on Saturday, February 27, 2016.

4.2.2 Director Cope reported that it has been over a year since the C.O.E. has implemented the return-to-work and "bridge" assignment program. The program has been successful in returning employees to work and seeing less lost work time for employees staying at home.

4.2.3 Director Cope informed the Commission that he will be out of the office, December 21, 2015 through January 1, 2016.

4.0 REPORTS (continued)

4.2 Human Resources Director's Report (continued)

4.2.4 Director Cope disseminated and reviewed the updated classified performance review forms.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

6.0 CORRESPONDENCE

6.1 None

7.0 OLD BUSINESS

7.1 Joint's Appointee to the Personnel Commission

7.1.1 Director Cope informed the Commission that Commissioner Wall is now a special advisor to the Superintendent. According to Merit Rule 2.1011.B "During the term of service, a member of the Commission shall not be an employee of the Santa Cruz County Office of Education." A replacement for Commissioner Wall has not been found. Director Cope stated that he will check to see if Sandy Mast or if Carol Polhamus would be interested. C.S.E.A. said that they would also check to see if they could find someone to fill the vacancy.

8.0 NEW BUSINESS

8.1 2016 Annual Reorganization of the Personnel Commission

Move that James Rapoza serve as Chairperson and that Lawrence Lane serve as Vice Chairperson.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Wall

8.2 2016 Personnel Commission Meeting Schedule

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 19, 2016	2:00 p.m.	Bay Room
February 16, 2016	2:00 p.m.	Bay Room
March 15, 2016	2:00 p.m.	Bay Room
April 19, 2016	2:00 p.m.	Bay Room
May 17, 2016	2:00 p.m.	Board Room
June 21, 2016	2:00 p.m.	Board Room
July 19, 2016	2:00 p.m.	Bay Room
August 16, 2016	2:00 p.m.	Bay Room
September 20, 2016	2:00 p.m.	Bay Room
October 18, 2016	2:00 p.m.	Bay Room
November 15, 2016	2:00 p.m.	Bay Room
December 13, 2016	1:30 p.m.	Bay Room

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 19, 2016 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 1:49 p.m.

Distribution: Personnel Commission
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, Human Resources Director