

APPROVED MINUTES

Personnel Commission Meeting
December 9, 2014**1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 1:31 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane and Member, Bryan Wall.

Absent: Vice Chairperson, James Rapoza

Guest: Heather Hutchison, C.S.E.A. President; Scott Mean-Hill; and Abel Vargas.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of November 18, 2014 were approved.

Ayes: Wall/Lane Noes: None

Abstain: None Absent: Rapoza

2.2 To accept the agenda.

Ayes: Wall/Lane Noes: None

Abstain: None Absent: Rapoza

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A. President Hutchison announced that the bargaining unit adopted five-paper angels from the Salvation Army's Tree program. The bargaining unit will purchase appropriate Christmas gifts for the children.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Chairperson Lane recapped on his service as Chairperson for the Personnel Commission over the past year. He thanked the Personnel Commission staff for all their hard work and reflected on Keith Parkhurst's dedication and his many years of service, his membership and friendship will be missed. Once again, Chairperson Lane welcomed Director Cope and Bryan Wall to the Personnel Commission.

4.2 Human Resources Director's Report

4.2.1 Director Cope announced that the Santa Cruz County Office of Education is offering a Professional Development Series to classified staff throughout February and March, 2015. The series of trainings will be conducted by Claire Laughlin from Cabrillo Corporate Training and will focus on "Navigating Change."

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
- 4.2.2 Director Cope informed the Commission that the Return-to-Work and Bridge Assignments Program was completed in November 2014 and will be implemented.
- 4.2.3 A safety meeting was held on December 9, 2014 to review the COE 's safety protocol and procedures.
- 4.2.4 Director Cope will be out of the office from December 22, 2014 through January 9, 2015.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Personnel Commission Annual Report
A draft of the 2013/2014 Personnel Commission's Annual Report was presented. Director Cope stated that the Annual Report reflected the hard work of the Personnel Commission staff. The Annual Report will be presented to the Commission at their January 2015 meeting for final approval.
- 8.2 Annual Reorganization of Personnel Commission
Move that Lawrence Lane continue to serve as Chairperson (Wall/Lane) and that Bryan Wall serve as Vice Chairperson (Lane/Wall).
- | | | | |
|----------|-----------|---------|--------|
| Ayes: | Wall/Lane | Noes: | None |
| Abstain: | None | Absent: | Rapoza |

8.0 NEW BUSINESS

8.3 Schedule of the Regular Personnel Commission Meetings for 2015

The Personnel Commission set the schedule and time of regular meetings as follows:

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 20, 2015	2:00 p.m.	Bay Room
February 17, 2015	2:00 p.m.	Bay Room
March 17, 2015	2:00 p.m.	Bay Room
April 21, 2015	2:00 p.m.	Bay Room
May 19, 2015	2:00 p.m.	Board Room
June 16, 2015	2:00 p.m.	Board Room
July 21, 2015	2:00 p.m.	Bay Room
August 18, 2015	2:00 p.m.	Bay Room
September 15, 2015	2:00 p.m.	Bay Room
October 20, 2015	2:00 p.m.	Bay Room
November 17, 2015	2:00 p.m.	Bay Room
December 8, 2015*	1:30 p.m.	Bay Room

** Meeting scheduled on the second Tuesday of the month due to holiday*

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 20, 2015 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 1:50 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