

APPROVED MINUTES

Personnel Commission Meeting
December 10, 2013

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 1:30 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Megan Corey; and Human Resources Analyst, Toni Alldredge.

Guest: Deputy Superintendent, Bryan Wall.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of October 15, 2013 were approved.
Ayes: Parkhurst/ Rapoza Noes: None
Abstain: Lane Absent: None
- 2.2 The minutes of the Personnel Commission meeting of November 19, 2013 were approved.
Ayes: Lane/Rapoza Noes: None
Abstain: Parkhurst Absent: None
- 2.3 To accept the agenda (Parkhurst/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
None.
- 4.2 Human Resources Director's Report
- 4.2.1 Director Corey reported that she completed the annual "Basis Benefits and Salary Survey" for California County Superintendents Services Association.
- 4.2.2 Director Corey reported that the recruitment for the Superintendent's Executive Assistant was completed.
- 4.2.3 Director Corey announced that a temporary part-time clerical assistant was hired to relieve the impact of Digital Schools implementation on the Human Resources staff.
- 4.2.4 Director Corey informed the Commission that the Personnel Directors meet once a month at the County Office of Education.
- 4.3 Deputy Superintendent's Report
- 4.3.1 Deputy Superintendent Wall informed the Commission that administration and the classified bargaining unit, C.S.E.A., wrapped up health/welfare and compensation for two years.

CONSENT AGENDA

- 5.0** 5.1 The consent agenda was approved as submitted (Parkhurst/Lane).

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

6.0 **CORRESPONDENCE**

- 6.1 None.

7.0 **OLD BUSINESS**

- 7.1 New Position: Interpreter/Translator, Second Reading

Superintendent Watkins determined the need to create an Interpreter/Translator classified position description for the Santa Cruz County Office of Education. The proposed job classification was presented to the Employee Point Factoring Committee for salary placement on November 13, 2013. Based on the parameters established by the County Office's point factoring program, the Employee Classification Committee recommended that the Interpreter/Translator job classification be placed at Range 21 (\$2,724 - \$3,430) on the classified salary schedule. This constitutes a second reading.

Motion: To approve the new job description for Interpreter/Translator, as well as, approve the Employee Classification Committee's recommendation that the position be placed at Range 21 on the classified salary schedule (Lane/Parkhurst).

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

8.0 **NEW BUSINESS**

- 8.1 Personnel Commission's Annual Report for 2012/2013

The 2012/2013 Personnel Commission's Annual Report was presented at the Commission meeting. The annual report was reviewed and presented as an action item.

Motion: To approve the Annual Report for 2012/2013 as submitted (Parkhurst/Lane).

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

- 8.2 Annual Reorganization of Personnel Commission for 2014

Move that Lawrence Lane serve as Chairperson (Parkhurst/Rapoza) and that Keith Parkhurst serve as Vice Chairperson (Rapoza/Lane). Commissioner Lane thanked Commissioner Rapoza for doing a job well done.

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

8.3 2014 Personnel Commission Meeting Schedule

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

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 21, 2014	2:00 p.m.	Bay Room
February 18, 2014	2:00 p.m.	Bay Room
March 18, 2014	2:00 p.m.	Bay Room
April 15 22, 2014	2:00 p.m.	Bay Room
May 20, 2014	2:00 p.m.	Board Room
June 17, 2014	2:00 p.m.	Board Room
July 15, 2014	2:00 p.m.	Bay Room
August 19, 2014	2:00 p.m.	Bay Room
September 16, 2014	2:00 p.m.	Bay Room
October 21, 2014	2:00 p.m.	Bay Room
November 18, 2014	2:00 p.m.	Bay Room
December 9, 2014	1:30 p.m.	Bay Room

Commissioner Lane requested that the Personnel Commission meeting scheduled on April 15, 2014 be rescheduled to April 22, 2014.

Motion: The amended Personnel Commission's schedule and time of regular meetings for 2014 was approved (Lane/Parkhurst).

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.0 January 21, 2014 Regular Meeting of the Personnel Commission, Bay Conference Room, 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 1:45 p.m.

Distribution: Personnel Commissioners
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SCCOE Board of Education
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Toni Alldredge

Attest: Toni Alldredge, Human Resources Analyst