

APPROVED MINUTES

Personnel Commission Meeting
December 11, 2012

1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

Present: Chairperson, Keith Parkhurst; Vice Chairperson, James Rapoza; Member, Lawrence Lane; Human Resources Director, Megan Corey Booth; and Human Resources Analyst, Toni Alldredge.

Guest: C.S.E.A. Co-President, Heather Hutchison.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of November 20, 2012 were approved (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison informed the Commission that the Migrant Head Start program at the Santa Cruz County Office of Education was accepting donations to purchase gifts for students.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Lane thanked the Human Resources staff for all their hard work throughout the last year.

4.1.2 Commissioner Rapoza thanked the Human Resources staff for their gifts of appreciation.

4.2 Human Resources Director's Report

4.2.1 Director Corey Booth reported that the Professional Development Series for classified employees is well attended and managers have been invited to participate.

4.2.2 Director Corey Booth informed the Commission that she is participating in the Santa Cruz COE's "Inside Education" program. Members of the group, range from community members and business owners to nonprofit leaders and school officials. This month the members got an inside view of Elementary Education at the single school districts by visiting Bonny Doon and Pacific Elementary.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
- 4.2.3 Director Corey Booth announced that she will be attending the Financial/Human Resources Systems meeting on November 30, 2012 at Contra Costa County Office of Education.
- 4.2.4 Toni Alldredge attended the California Public Employees' Pension Act of 2013 Webinar on November 28, 2012 which was sponsored by CODESP.
- 4.2.5 Director Corey Booth reported that on November 29, 2012 she met with Deputy Superintendent Wall, Pat Einfalt of Professional Assistance Team, Inc., and Toni Alldredge to review the classification/reclassification expectations and timeline.
- 4.2.6 Director Corey Booth shared with the Commission that she participates in Women in Philanthropy which is sponsored by the United Way of Santa Cruz. The group of local women is dedicated to making a difference by investing their time and financial resources. The group is composed of businesswomen, community leaders and volunteers. Currently, the group has chosen to invest their raised funds in services which help children succeed in school.
- 4.3 Deputy Superintendent's Report
- 4.3.1 Deputy Superintendent Wall was unable to attend.

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 None.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Annual Reorganization of the Personnel Commission
A motion was made that Commissioner Rapoza serve as Chairperson for 2013 (Lane/Parkhurst).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |
- A motion was made that Commissioner Lane serve as Vice Chairperson for 2013 (Rapoza/Parkhurst).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |

8.0 NEW BUSINESS, continued

8.2 Schedule of the Regular Personnel Commission Meetings for 2013

The Commission moved to continue having the Personnel Commission Meetings on the third Tuesday of each month at 2 p.m. The approved dates for 2013 are as follows: January 15, 2013; February 19, 2013; March 19, 2013; April 16, 2013; May 21, 2013; June 18, 2013; July 16, 2013; August 20, 2013; September 17, 2013; October 15, 2013; November 19, 2013; and December 10, 2013—in December the Personnel Commission will meet on the second Tuesday of the month (Lane/Rapoza).

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 January 15, 2013 Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA 95060

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:25 p.m.

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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director