

## Personnel Commission Meeting December 13, 2016

### **1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza and Member, Lynn Miller.

Absent: Vice Chairperson, Lawrence Lane.

Guests: C.S.E.A. Representative, Tiffanie Meschi; Scott Mean-Hill and Karina Mendez.

### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of October 18, 2016 were approved.

Ayes: Miller/Rapoza Noes: None

Abstain: None Absent: Lane

2.2 To accept the agenda.

Ayes: Miller/Rapoza Noes: None

Abstain: None Absent: Lane

### **3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 Scott Mean-Hill announced that C.S.E.A., Chapter 484 officers for 2017 are as follows: President, Scott Mean-Hill; Co-Vice President, Tiffanie Meschi and Co-Vice President, Rory Bruce; Sharon Wright-Miller, Recorder; Kim Czupil, Secretary; Rith Mean-Hill, Sergeant at Arms and Michelle Coffman, Treasurer.

### **4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 Commissioner Rapoza thanked Heather Hutchison for her years of service as the C.S.E.A. President and for representing C.S.E.A. at the Santa Cruz COE's Personnel Commission meetings over the past 16 years.

4.2 Human Resources Director's Report

4.2.1 A moment of silence was held in honor of Ken Thomas who recently passed away. He will be missed by the whole community.

4.2.2 Director Cope introduced Karina Mendez. She was hired to fill the vacant Human Resources Assistant III, Bilingual position in Human Resources.

4.2.3 Director Cope informed the Commission that the Santa Cruz COE was awarded the Santa Cruz County Teacher Credentialing Project grant which provides funding up to \$3,000 per year for classified employees of a school district within Santa County to further their education in the process of becoming a teacher. Funding is applied towards the cost of tuition and other support services for the completion of a bachelor's degree and/or teaching credential. In exchange, participants must fulfill a promise to teach one (1) year in a Santa Cruz County public school for each year they have received financial assistance from the project. The State created the program to address the current teacher shortage across the nation and to improve teacher retention.

**4.0 REPORTS**

- 4.2 Human Resources Director's Report, continued  
4.2.4 Director Cope announced that he attended PASSCO in November 2016.

**5.0 CONSENT AGENDA**

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

**6.0 CORRESPONDENCE**

- 6.1 None.

**7.0 OLD BUSINESS**

- 7.1 None.

**8.0 NEW BUSINESS**

- 8.1 Notice of 2017 Reclassification Study  
Director Cope informed the Commission that he sent an email to all Classified Personnel announcing the Reclassification Study. The deadline for submission of applications is February 1, 2017. As part of the Classification cycle, the Instructional Support Family will be studied this year.
- 8.2 Proposed Classification/Reclassification Consultant  
Due to the passing of Ken Thomas, Administration and C.S.E.A. agreed to move forward in recommending Julie High to conduct the classification/reclassification study. For budget purposes, the Commission needed to approve the expense of Julie High. The total cost, to perform the classification/reclassification requests is \$12,000.

Motion: to approve the hiring of Julie High as the consultant to conduct the 2017 Classification/Reclassification study for the total not to exceed \$12,000.

Ayes: Miller/Rapoza Noes: None  
Abstain: None Absent: Lane

- 8.3 New Classification—First Reading  
Director, Santa Cruz County College Commitment (S4C)  
A newly proposed management job description for Director, Santa Cruz County College Commitment (S4C) was presented. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee.

Motion: To approve the proposed management job description for Director, Santa Cruz County College Commitment (S4C). This constitutes a "first reading."

Ayes: Miller/Rapoza Noes: None  
Abstain: None Absent: Lane

**8.0 NEW BUSINESS**

8.4 New Classification—First Reading  
Gang Intervention Specialist

The newly proposed job classification was reviewed as a “first reading” at the meeting. This position comes as a result from a request from the Alternative Education Department. Next month, the newly created job classification will be presented to the Commission for a “second reading” along with a recommendation of salary placement.

Motion: To approve the newly created job classification of Gang Intervention Specialist. This constitutes a first reading.

Ayes: Miller/Rapoza Noes: None  
Abstain: None Absent: Lane

8.5 Annual Reorganization of the Personnel Commission’s Officers  
With Commission Lane being absent, the Commission agreed to reorganize their officers at next month’s meeting.

8.6 2017 Personnel Commission Meeting Schedule

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 17, 2017	2:00 p.m.	Bay Room
February 21, 2017	2:00 p.m.	Bay Room
March 21, 2017	2:00 p.m.	Bay Room
April 18, 2017	2:00 p.m.	Bay Room
May 16, 2017	2:00 p.m.	Board Room
June 20, 2017	2:00 p.m.	Board Room
July 18, 2017	2:00 p.m.	Bay Room
August 15, 2017	2:00 p.m.	Bay Room
September 19, 2017	2:00 p.m.	Bay Room
October 17, 2017	2:00 p.m.	Bay Room
November 14, 2017*	1:30 p.m.	Bay Room
December 12, 2017*	2:00 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 17, 2017 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 2:28 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

**Troy Cope**

Attest: Troy Cope, Human Resources Director