



APPROVED MINUTES

Personnel Commission Meeting December 15, 2009

1.0 CALL TO ORDER

- 1.1 Chairperson Parkhurst called the regular meeting to order at 2:30 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Keith Parkhurst; Vice Chairperson, Lawrence Lane; Member, James Rapoza; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Guest: Mike James, Associate Superintendent.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of November 17, 2009 were approved (Rapoza/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/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
On December 2, 2009, CECC sponsored an EPICS Phase II training.

On December 15, 2009, CECC sponsored an integrated Human Resources/Payroll Users Group meeting.

Director Outtrim reported that she will attend a WRIPAC Analyst Job Training in Sacramento on January 28-29, 2010.

Soquel Union Elementary School District has decided to contract automated substitute services (AESOP) through the Santa Cruz County Office of Education. The transition will begin January 2010.

4.0 REPORTS, continued

4.3 Deputy Superintendent's Report

Announced that Barney Finlay's retirement party will be held on January 8, 2010 at the Dream Inn's Aquarius Restaurant.

Informed the Commission that Barney Finlay's replacement will be announced later today.

Deputy Superintendent James reviewed a handout from School Services of California that announced that PERS Investment Performance improves.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as revised. Director Outtrim noted that the recruitment for the Bilingual Project Specialist was a limited-term six-month position (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 Organization of the Personnel Commission.

Motion made that Commissioner Rapoza serve as Chairperson for 2010 and Commissioner Lane serve as Vice Chairperson for 2010 (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

8.2 Schedule of Regular Personnel Commission

The Commission moved to continue having the Personnel Commission Meetings on the third Tuesday of the month at 2:30 p.m. The proposed dates for 2010 are as follows: January 19, 2010; February 16, 2010; March 16, 2010; April 20, 2010; May 18, 2010; June 15, 2010; July 20, 2010; August 17, 2010; September 21, 2010; October 19, 2010; November 16, 2010; and December 14, 2010.

The Commission asked that the above schedule of the regular Personnel Commission meetings for 2010 be presented at the January meeting as an action item.

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for January 19, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

10.1 The meeting of the Personnel Commission was adjourned at 2:50 p.m.

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Attest:

Traci Outtrim

Traci Outtrim, Director of Human Resources