

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, November 5, 2019

Time: 4:03PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:08PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Denice Grogan (Human Resource Specialist)

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

**Classified Personnel Actions 2019-2020**

	Oct	Sept	Aug	July	Total
New Hire	<b>12</b>	11	13	3	39
Rehire	<b>1</b>	1			2
Increase FTE	<b>4</b>	5	4	6	19
Decrease FTE	<b>1</b>	1	1		3
Promotion	<b>3</b>	2			5
Lateral Move		1	1		2
Vol. Demotion		1		1	2
39-mo Rehire		1			1
Job Abandon		1			1
Released			1		1
Resign	<b>8</b>	3	4	3	18
Retire			1		1
Temp Hire	<b>2</b>	6	2	3	13
Open	<b>19</b>	21	26	22	
Open in 2018-2019	8	18	23	22	
Open Temp	<b>2</b>	2	5	1	
Pending	<b>1</b>	1	2	2	

Notes:

1. Increases in FTE: Yard Duty (2), Assoc. Mental Health Spec, (1), and Para-After School (1)

2. Decrease in FTE: Para-After School				
3. Resignation reasons: Job-more hours (2), Job-better fit (1), Not a good fit (1), and Other (4)				
Correction:				
Delete Opening in July, Aug, Sept (Paraed-After School)				

- **Update:**
  - Recruitment Update
  - SPCA-NC Fall “Conference” Oct. 24
    - Brian Murtha and Keneé Houser attended
      1. Basics of Classification and Compensation
      2. Best Practices for a Personnel Commission Office
      3. Governance of the Classified Service in a Merit System
  - CSPCA Annual Conference Feb. 20-22
    - \$575 before Dec. 15th
    - \$649 after Dec. 15th
  - PC Annual Report at Board Meeting on Dec. 11. Will have it prepared for PC meeting on December 3.
  - WRIPAC – Western Region Intergovernmental Personnel Assessment Council
    - Test Material Exchange
    - Free trainings on job analysis and more
    - Free membership
    - Upcoming meetings: Jan 30-31 in San Mateo, May 14-15 in Orange County
  - Update of Director’s Calendar

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of October 8, 2019 as submitted.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

**4.2 Consent Agenda**

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

**4.3 2019-20 Budget Expenditures for this Period**

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: Approve or First Read – Job Title Change from Manager-Human Resources to Director-Human Resources**

Information: The title of Manager-Human Resources no longer fits the position. The incumbent sits among the other “Directors” and is often referred to as a Director. She brought this up during the Classification Study, but it was not brought to the attention of the Personnel Commission. This would not be a change in class or pay, just a change in title.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

**6.2 Information: Mark Violante to serve another term as Commissioner**

Mark Violante has served as the Union-Appointed Commissioner since December 1, 2013. His most recent term was due to end December 1, 2019. He has agreed to serve another term which will end December 1, 2022.

**6.3 Information: Personnel Commission Annual Report**

The Director will present the annual report to the Board at the meeting on Wednesday, December 11, 2019. A draft will be prepared for review at the December Personnel Commission meeting.

**6.4 Information: EC 45313 – PC Legal Representation**

CSPCA is currently working with CSEA to sponsor legislation. Ed. Code 45313 states that the PC must use district counsel for legal representation. Currently only the district's legal counsel may declare a conflict of interest and allow the PC to have its own counsel. Over the past several years several conflicts occurred state-wide when the district's legal counsel refused to declare a conflict of interest in an interpretation of the Ed Code which was well known, understood and accepted. This leaves the PC with no recourse to enforce its rules, the merit system or the Ed Code. We are proposing language that says, "if the district legal counsel or personnel commission declares a conflict".

**6.5 Discussion: Commissioner Site Visits**

Last year, we scheduled site visits for each of the Commissioners. This was an opportunity for Commissioners to meet employees and get a taste of the work environment and how jobs look in action. Commissioners visited Bay View Elementary (Brian), Harbor High (Pam), and Mission Hill Middle School (Mark). The Director would like to make this an annual practice. While it keeps Commissioners in the loop, it also reminds employees that they are important and appreciated. We will discuss possible dates and sites to visit.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, December 3, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 4:35PM.