



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE
MEETING MINUTES*
OCTOBER 13, 2023 – 10:30 AM**

A regular meeting of the Personnel/Human Resources Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, October 13, 2023.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 **CALLED TO ORDER** by Director Kalantari-Johnson at 10:39 AM.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Larry Pageler*	County of Santa Cruz

*Participated via teleconference using the “just cause” circumstance.

Julie Sherman METRO General Counsel

- 3 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE**
Having none, Director Kalantari-Johnson moved to the next agenda item.
- 4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Having none, Director Kalantari-Johnson moved to the next agenda item.
- 5 **REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR FULL STACK DEVELOPER/SR. FULL STACK DEVELOPER POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT**
Dawn Crummié, METRO’s Human Resources Director, spoke to this item. She explained that METRO is taking a current Database Administrator/Sr. Database Administrator position and changing the job description to better align with the duties being performed and meeting the IT Department’s needs. There is no change in the funding of this position.

Director Downing asked if the position is currently vacant. Isaac Holly, METRO's IT and ITS Director, responded that the Database Administrator is currently filling the position. We are trying to align the duties in the reclassification to what the position requires. Ms. Crummié added that we are recruiting for the position on a provisional basis.

Director Downing asked if this person would get additional education if needed. Mr. Holly said yes; there is ongoing education needs and opportunities to take classes in his department.

Director Pageler asked Mr. Holly if this is the only open position in the IT Department. Mr. Holly responded that it is.

There were no public comments.

MOTION: REQUEST THE FULL BOARD TO RECLASSIFY THE DATABASE ADMINISTRATOR/SR. DATABASE ADMINISTRATOR POSITION TO A FULL STACK DEVELOPER/SR. FULL STACK DEVELOPER POSITION

MOTION: DIRECTOR LIND SECOND: DIRECTOR DOWNING

MOTION PASSED WITH 4 AYES (Directors Downing, Kalantari-Johnson, Lind and Pageler). Director Brown was absent.

Hearing nothing further, Director Kalantari-Johnson moved to the next agenda item.

6 REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PAYROLL SUPERVISOR POSITION IN THE FINANCE DEPARTMENT

Ms. Crummié spoke to this item and explained the need for reclassifying the Sr. Payroll Specialist position. After reviewing the job description and the evolving needs of the Finance Department as it takes on the full payroll duties handled by Santa Cruz County (County), it was determined to reclassify this position into a supervisor role.

There were no public comments.

MOTION: REQUEST THE FULL BOARD TO RECLASSIFY THE SR. PAYROLL SPECIALIST POSITION TO PAYROLL SUPERVISOR POSITION

MOTION: DIRECTOR LIND SECOND: DIRECTOR DOWNING

MOTION PASSED WITH 4 AYES (Directors Downing, Kalantari-Johnson, Lind and Pageler). Director Brown was absent.

Hearing nothing further, Director Kalantari-Johnson moved to the next agenda item.

7 REVIEW REQUEST FOR RECLASSIFICATION RESULTS FOR PARTS AND MATERIALS MANAGER POSITION IN THE PARTS DEPARTMENT

Ms. Crummié spoke to this item and explained how the duties and responsibilities of the current Parts and Materials Supervisor have changed and requested the reclassification of this position to a Parts and Materials Manager.

There were no public comments.

