

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

February 22, 2012

5:30 P.M.

I. CALL TO ORDER

- A. The meeting was called to order at 5:35 p.m. by Commissioner Barabani.
- B. Roll-Call
 - 1. Commissioner Gino Barabani, Chair
 - 2. Commissioner Rhonda Early, Vice-Chair – arrived at 5:45 p.m.
 - 3. Commissioner Michael Salazar, Commissioner
 - 4. Patrick Maher, Personnel Commission Director
 - 5. Steve Williams, Ph.D., Personnel Analyst
 - 6. Nersidalia Garcia, Secretary III
- C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Moved	<u>Mr. Barabani</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Aye</u>	Early	<u>Salazar</u>
			<u>Aye</u>

III. PUBLIC COMMENTS

- NOTE:**
- Comments from the public on any item that is not on the agenda but is under the subject matter jurisdiction of the commission may only be made at this time.
 - Comments from the public on any agenda item may only be made at this time.
 - Public comment during the commission’s discussion of an agenda item will not be permitted.

Dr.
Vollkommer,
Assistant
Superintendent
for Human
Resources
Classified and
Certificated
Department

Good evening Commissioners and directors, and analyst and everybody else. Harold Vollkommer Assistant Superintendent Human Resources for the district.

I just want to give the commission a little bit of an update on a subject that was brought up on the last personnel commission meeting.

In regard to some work that we are doing between the collective bargaining agreement and one of the personnel commission rules and I want to share with you that Mr. Maher and I were able to meet shortly after that I think it was the next day actually, and had what I would characterize as a good and

productive meeting.

Subsequently I met with CSEA to talk through some issues and then today representatives from CSEA and Mr. Maher and I met. I think it was a very productive meeting, we talked about some tough issues but I think we found a good place in terms of getting moving and getting hiring done more quickly, and yet looking towards the future in terms of building a system that really, really will be above board and will work for the district and the employees of the district.

I want to personally thank Pat. He was very helpful in that meeting today, and was really a problem solver and I think we got to a good place. So I want to update the commission on that, and I believe that these will kind of catapult hiring.

I have also I talked with Gladys shortly after the meeting today and authorized overtime for the staff. As much within reason we are in tough budget times, but I said if we need overtime to make this thing move and move quickly then let's go ahead and do overtime as we need to.

So I am looking forward to hopefully giving you a very positive report at the next personnel commission meeting. I do want to thank the commission for their concern and again thank Pat. Steve was there as well today, and I am glad he was there. I think we got into a good place with a game plan to continue to work on issues that we have so. Thank you.

IV. ACTION ITEMS

- A. The commission will receive a report from the Personnel Commission Director on the current status of recruitments.

Mr. Maher

We have about 90 people that were qualified to take the exam for custodian. We have to administer four sections which we are doing two today and two on Thursday. I am sorry, which we are doing two yesterday and two tomorrow to finish that up. We have interviews schedule for the week of March the 12th.

I talked to Dr. Vollkommer earlier; I sent him an e-mail of the dates and everything. We can knock that of in two days because of the small number, some of them will not pass the written exam, and we can knock them out easily in two days. At the latest what we are doing on Wednesday and Thursday ready to go and put that in the system.

School Police officer we are running the test in two sessions. One on Saturday and one session for the left overs on Monday morning. For the post exam it's very strict procedure on the process and we will be working, and coming in on Saturday. Four of us will be there, Dr. Williams and I, and the two specialists will be conducting the exam. We also have at least one police officer who will be there, giving his presence

in case there is any difficulty.

Post has very strict policy; they have like a 15 page guide to the candidates and to the proctors and everything for that process. For us to administer we go through the training which is on-line and we are qualified to give out exams. It is time consuming so we do it in smaller groups of 50 to set up process to maintain control. Post is very strict on the exams and we verified information so we are done with that.

Dr. Vollkommer mentioned he will be here today to sign off I think there were 7 promotional candidates for cafeteria workers. In that group I signed about 6 today and sent it over so they are advancing.

They got the list of the processing list of 59 people for cafeteria worker. Part of the problem is because of the way the numbers come out. It is a possibility of leaving people at a hire range and skipping down a range to balance and make sure that everything is ok on that because of the large numbers.

And we have talked about paraprofessionals for Special Ed. They are cutting a lot of positions but they can go ahead and start some processing on that of what we talked about today as soon as we get a list from them as to what positions the board decided to cut.

They are cutting Special Ed positions. I don't quite understand how they can do that. They are cutting quite a few Special Ed positions; and we will find out what those positions are, and we will have a better feel of what the dates are and how to process.

We are moving forward with a lot of uncertainty in the process. We are moving forward with tough decisions as promptly as we can. Hopefully, we will hire all of our subs of the list.

It is important that we go off that list especially paraprofessionals, even if some positions may be cut because if they do not get on board then in the summer they will look for other jobs and we can lose them.

The possibility of them working next year. They can plan their next semester, they can plan their school year around the work schedule, if they know they got a job; they know when they are working, they can make sure the classes do not conflict with work schedule, and they have to work and everything so it also helps schedule in advance for next semester.

Mr. Barabani To start right away. We have a Special Ed position being filled?

Dr. Vollkommer As you are probably aware the board had to cut \$21.7 Million as the best case and \$39.4 worst case scenario. We are looking for our various divisions to find where we might be

able to cut, one of the things having supervised Special Ed last year, we got to almost 60 thousand student's about 6 years ago and had a level of special education funding and staffing. At that point it was never been reduced.

Now that we are down to about 50 thousand students so the number of students Special Education identifies students typically proportioned it will vary a little bit, probably 60 thousand students. You are going to have more special education students obviously, it needs to hold off we don't know where we are going on shift. Gladys already e-mailed Helen Rodriguez and started moving forward so we are moving forward based on cuts last time. We are moving forward again.

Mr. Maher Another thing we can do with the other positions. Dr. Williams is working on SDC positions that are also special education positions, and because of the nature of exams that we do we have 48 units as a possible layer of time to bring back to the commission and finding certain jobs equivalent in terms of the selection process.

We can then take the pre-existing list and transfer people forward depending on how things line up. So we have other opportunities without having to retest.

Mr. Barabani I got a couple other questions on report. What specific progress have you made on this?

Mr. Maher In terms of the list that we develop we got cafeteria trainee, we got a bunch hired. On the promotional to cafeteria workers on most likely are going to be cafeteria trainee, when we are filling vacancies here we are creating vacancies down here. So we got to fill that. We have enough on the list to do that.

I think we filled police dispatcher, and I think we filled Campus Security Officer I. We still have people on that if we have problems or if we have other vacancies. Serving kitchen operator last I think 1 vacancy that came up on December so I think we are going to fill and work on that.

So we currently have a list to fill, it's based on cut scores we have about 3 people roughly we have cafeteria worker so can fill all vacancies from subs from that list and we are able to process them. I think that we can take care of that.

Some discussion coming back, custodian, we will have at least a sub list for custodians. We completed that recruitment. We have the positions of school police officer and did they cut any school police officer positions? We will proceed with that list to fill those two vacancies that are current.

Dr. Vollkommer No. There was a proposal to eliminate one Sargent position, that would of gone back to patrol officer, but that was not approved by the board.

Mr. Maher We are ok in terms in those lists and continuing forward. We

got the OPAC system which will start filling a lot of the clerical jobs. We have to wait for the server to come in and it has been ordered and come in over to technology to be set up. Nerci have received that yet?

- Nersi Garcia They just did and they will be done with it by the end of this week.
- Mr. Maher Hopefully by next week they will be able to transfer everything over. We will start posting the clerical positions. We have to look at that very carefully to see how they can see some documented information on that. So slowly and a little too much time to cafeteria worker at this time for the amount of time we have.
- Mr. Barabani So now once the cafeteria workers positions we will still have enough people for subs?
- Mr. Maher Oh yes we have 300, some will not show up, some will find other jobs. Some of the people have day jobs that were open at that time. Some of them classified are all from custodian for some of this other positions will pick up cafeteria worker that are picked up maybe some place else along the process.
- We have plenty of people to fill the vacancies. Are they cutting any cafeteria worker positions? We will fill current vacancies of the current list.
- Mr. Barabani Are they still using the contracts for subs or we going through the list?
- Dr. Vollkommer It is both Manpower and Arrow agencies. Once we get the vacancies filled then we will use those people who are not filled to service subs for us.
- The contracts with manpower and arrow are not obligated for any length of time; they are set for a length of time but not obligated. So if we have a vacancy and there is a person from manpower filling that vacancy we hire one of us to go into that vacancy, we don't have to say we can't start that person for another three months because this person is under contract there on and now as needed basis. We have no obligations to continue to hire or use them.
- Mr. Barabani Should we be hiring off the list now to fill in vacancies or the temporary vacancies?
- Dr. Vollkommer That is what we are doing.
- Mr. Barabani You said we are filling the vacancy; let's say you have position A and there is a contractor in there, you are saying the vacancy is going to get filled real quickly.
- Dr. Vollkommer I am hoping that contracts were extended for three months, my hope that is the last extension for those contracts.
- Mr. Barabani What I am saying if it's going to take 3 months to fill the position shouldn't we be taking some of them of our list?

Mr. Vollkommer Yes, I may not explain that very well.

Mr. Barabani Instead of using the contract take some of our list instead of contract. Even though they are not filled permanently they are off our list.

Mr. Maher They will fill up all the sub positions; it takes time to do the interviews decide who they want to select and they decide who they want to select, job test and everybody standing in line at the same time. We should be able to fill vacancies. We had two meetings at least temporary resolutions on some of the concerns.

Mr. Barabani Everyone is standing in line at the same time.

Mr. Maher I think by the middle of March we should be able to fill the positions for cafeteria worker.

Mr. Salazar So in general Pat I mean this is a different. Your report is more favorable then the report we had last time it sounds like that. More positive then the last time. Last time we did not have the meeting yet. We were anticipating how the meeting was going to go. We are moving forward.

Mr. Maher I don't remember exactly what we did last time.

Mr. Salazar Last time there was a supplied divide.

Mr. Maher We weren't able to have the meeting, we had two meetings and planned to meet at least temporary resolutions of some of the concerns the district had and moved forward on that.

Mr. Salazar So I am not suggesting that you are offering a glowing report but it's more favorable than the last time, more positive than the last time. Because last time you did not have this meeting yet and we were waiting for it. We did not how this meeting was going to go good or bad or neutral.

Mr. Maher We had a meeting with CSEA so we got an agreement, moving forward correct.

Mr. Barabani Our superintendent Ms. Ortega, how is the communication with her? How does she feel about it?

Mr. Salazar I don't know if that has something to do with what we are talking about here.

Mr. Barabani Well when she was in the position, one of the concerns was If she was in the position.

Mr. Salazar She is not in this position. We are talking about his report.

Mr. Barabani She is Superintendent now.

Mr. Salazar We are talking about his report.

Mr. Barabani Part of the report, I know the school board and the media would like to know.

Mr. Salazar May be that is something that should be on commissioners

comments. That sounds like a pretty good report.

Mr. Barabani

There has to be communication.

Dr. Vollkommer

I do, guilty. I speak with her at least a couple of times a week, the progress, how things are going and what we are working on, she is well informed.

V. COMMISSIONERS/DIRECTOR COMMENTS

Ms. Early

I am glad that everything is moving along.

Mr. Salazar

Are we on commissioner's comments? No briefly my comments are both for Mr. Maher and Dr. Vollkommer and I think they are doing a good job we are moving forward.

I know that sometimes as the commission and the public we can't move fast enough. But we are in a system that is process oriented, and I think we are doing a good job of moving through that process. What these two gentlemen are doing. I see that they are doing their due diligence along the way, and there is a lot of due diligence that is necessary in the process that we are dealing with.

I just want to say that both of you are doing a good job, and I look forward to more favorable reports, and there will be times when the road will get a little sticky. I think the relationship that is been formed here is going to prove here is going to be much better in terms of the district the Personnel Commission when we get those rocky points. Good job gentlemen.

Mr. Barabani

Once again I do appreciate the open communication and the report. One thing I want to ask you, I got calls a couple of calls; they were saying that the meeting yesterday, I take this for granted. Maintenance & Operation use manpower? Or contract assets? Am I misinformed?

Dr. Vollkommer

That was an amendment to their agreement. They have used a few positions that we have not recruited for them yet. But again as soon as we get those recruitments done and hire people it will go away.

Mr. Barabani

If the positions are that critical then well I am saying, are those considered critical positions?

Mr. Vollkommer

I hope this does not sound smartaleck, I think they are all critical positions. I don't have a position in the classified that is not critical. These are ones that Mr. Peukert is saying we are not able to get certain critical functions within the maintenance and operation done unless we get a little bit of extra help. I think it is 12 positions.

Mr. Barabani

I mean if we did knew sooner, that is part of communication we would of start recruiting.

Mr. Salazar

This is not the time to be criticizing or debating. I hope that you know there are things that are covered along the way. And I get what you are saying, if we would have known that sooner we can react or we could have done something. Unfortunately we know things when we know them. Sometimes you know maybe

somebody can volunteer and sometimes we can ask questions sooner, you know I kind a look and say.

I think when we establish that there is a problem or an issue; I think this commission is doing a good job of addressing it. So we know things when we know them, and once we know them I think we do a good job as a body here of addressing them so you know not to get tied up into what if or Monday morning quarter backing we could of done that.

I agree with you, you know if we would have known something sooner we could have done something about it sooner. The facts are we know things that we know. We as a body do a good job of addressing once they are brought to our attention however; they come to our attention so, you know I just wanted to say that.

Mr. Barabani In my perspective, the action is that they are telling me that the board is hiring manpower. I am thinking they should let us go first since the commission gives us we should have had the opportunity to fill that position instead of going the other way around.

Mr. Salazar The information you are giving right now, this whole scenario it is brand spanking new to me. You see what I am saying I only know what I know. Nobody called me last night after or during board meeting and said "hey this is what is going on." It's great that you have good resources that they do that for you, because you get the information when you get it, and you have time to process it and think about it.

This is brand new to me. I need to think about it. I need hours and time to think about it to, I am glad that you bring these things up, I really am but I don't have the same resources.

Mr. Barabani I know, the important thing is the mindset is "hey let's get that recruitment for that position" instead "let's go to manpower."

Mr. Salazar It sounds like we are going to work on that.

Dr. Vollkommer Mr. Barabani if I may, this was an amendment to an agreement that went before the board I am going to say six to eight months ago prior to having Mr. Maher on board. So this was an amendment to that agreement.

So it was back before we were hiring. We just haven't got to that point when we are caught up. Remember when we first started there were over 100 different classifications that had vacancies so you have to prioritize to a certain degree. Perhaps we should of prioritize those that are with manpower, but I just wanted to clarify that it was an amendment to an existing contract that has been in place for some time now.

Mr. Barabani I don't want to see us where we don't move along. I don't want to see where it appears that is going back. I know you have your opinion and I have my opinion, I know we had open positions. My feeling on that It took us two years to fight and still tries to keep us from filling them.

Mr. Salazar You know that is when we were going back. I think we are going forward and I think that anybody who was here at this meeting one, two, three, four, five, or six years ago no matter how long this

goes back versus even the content about today, could not argue what we are talking about today, could not argue that we were going backwards. I think we are going the right direction, sometimes that stuff is going to happen. I think we are really putting together a pretty solid process.

- Mr. Barabani I am not that kind of guy that is afraid to point out that point.
- Mr. Salazar I understand that and I think everybody here understands that.
- Ms. Early I would like to see those divisions being recruited for and looking forward for you providing the list to those positions to Mr. Maher and those positions been prioritized for us to view.
- Dr. Vollkommer I am sorry to interrupt you Ms. Early, but I actually already talked to Gladys today and asked her to call Karen Cunningham who is John Peukert's shop to get the exact positions that we are using from manpower so we will have that and give it to you.
- Ms. Early Thank you. I have a request can we include approval for minutes on each one of our agendas so that we are doing it as opposed to getting a set of four or five to approve in at one time. So we can just make that a standard agenda item? Thank you.
- Mr. Maher First of all I got two separate lists from the district as what they see is critical positions. The union also sees what is critical but, this I need to explain something about that process.
- Some people think only do a bulletin, give some kind of the test and get ready to go. Unfortunately that is not the way it works, so what we find ourselves doing first of all. We get a position and then we got to look at the class specs some of them are completely outdated. My favorite one is the cafeteria worker one of the minimum qualification is some home food preparation, well how do I measure that? How do I get to that step? What does it mean?
- Mr. Salazar You guys have to rewrite some of this.
- Mr. Maher We have to rewrite them, I had to read almost every one of them to some extent at least to the minimum to get that thing out, before we can post it I got to look at the exam, find the issue, make the correction and bring it in front of the commission for approval before we can open up for recruitment so that takes time.
- Then the second problem that we have is that it may be a critical position over here. It has to be filled immediately. I don't have an exam for that. I have to develop that from scratch, but the other positions that may be are not on the list but I have exams for that if I can put them through right away because of examination development.
- Now with Dr. Williams aboard, he has some of the same kinds of things. He can bring in some of the past experiences so we can knock out exams immediately, which that is what we are doing with custodians, for example, using an existing exam used at two different districts.
- And we can get that list out pretty quickly because materials are already there. We don't have any testing materials for particular jobs then we got to write that from scratch and that takes a lot of

time to build up on those things.

So when I look at those positions I can say ok, this is pretty critical important but this is also something we can fill, I can fill this right now, this is going to be three months down the road. Then when we put our resources over here we take them from over here. So it is a juggling act to get these positions filled upon and to get them filled.

The other part I ran into, we have to do a lot more interviews that we have done in the past and the district has three rooms over there that we can use. We get the cooperation, but that takes time to coordinate. There is a lot of coordination that has to be done. We do not have a place to go when we need to. Those are the things that can delay and everyone agrees that are most vital many number of reasons why we just can't fill them right now.

We are discussing things, we are looking on what we can do and things on that line to move forward and some of those things just take time. If we have the staff of 25 then we can do a little better. We don't have 25 staff members so we have to go with what we have. I do want to say that our staff all of the staff here really works hard and really do everything they can to get this out and without their support we would not be as successful as we are.

So it is hard to describe the time and the pressure, and we are stuck with antiquated systems for example, for some reason the form that they use the analyst has to go with one by one and put in everyone's id number on the Scranton. When you have 5 or 50 people for testing that takes a long time, which slows down the process so we have to do other kinds of things and the interface that we are equipped right now. If there is a mistake of one person after they scan them, they would have to manually delete everyone's score and re scan them in and that takes time to get that stuff done because of the system.

Our new system with Neogov will stop all that from happening. We are on the bridge of getting adequate system procedures and operations I will be trying to clear those up with the transitions.

So there is a lot of things going on everyone is trying to do what they can. I can't express to highly what the work of our staff has been doing, the recruitments coming in and trying to transition people over to the website and the telephone calls, people coming in to the office, saying what is open, giving them resources. We are doing stuff that is not apparent that will pay off six months down the road and help with the process and this are things that are causing us sometimes not be able to produce.

Mr. Salazar

I appreciate you telling us all that and the reason is because as we all know, our commissioner's get phone calls from the general public and others that are out there who think that this is instantaneous and it's not. And I have been again; I think that we as commissioners certainly understand it is not instantaneous. I think sometimes we have to go back and articulate to people that are out there and say, "look just as you did we are at a technology bridge that is one thing this one day better we are moving forward", that way some of the things we have the job

descriptions we have to rewrite them just to relate all the things you were talking about Pat.

Because the public out there does not completely understand and I know we are not a marketing agency here, but we have to be able to say look we are moving forward, we are going the right direction with confidence. Some of these things are just not instantaneous. I mean I think that everybody in this room would agree if we can go to bed tonight and wake up tomorrow and all the jobs were filled magically and perfectly with the best candidates, but it does not happen that way. So thank you for giving us again some background on that.

Mr. Barabani I will move now on the next item which is the closed session.

VI. CLOSED SESSION

The commission adjourned into closed session at 6:24 p.m. for:

Conference with legal counsel, Kristine E. Kwong, Musick, Peeler & Garrett LLP

EXISTING LITIGATION (Section 54956.9a): California School Employees Association And Its San Bernardino City Chapter No. 183, v. San Bernardino City Unified School District; Governing Board Of The San Bernardino City Unified School District; Superintendent Arturo Delgado; Personnel Commission Of The San Bernardino City Unified School; And Does 1 To 10, Inclusive, Case No: CIVDS 1106215

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director

The commission reconvened into open session at 7:15 and announced that no action was taken in closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:15.