

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

MINUTES

August 22, 2012

5:00 p.m.

I. CALL TO ORDER

A. The meeting was called to order at 5:36 p.m.

B. Roll call.

1. Commissioner Gino Barabani, Chair
2. Commissioner Rhonda Early, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Abram Flory, Personnel Commission Director
5. Steve Williams, Ph.D., Personnel Analyst
6. Nersidalia Garcia, Secretary III

C. Pledge of Allegiance

II. APPROVAL OF THE AGENDA

Mr. Barabani Item II.

Ms. Early Commissioner Barabani, I move to approve tonight's agenda.

Mr. Salazar I'll second.

Ms. Barabani Call for the vote.

Moved: Ms. Early

Seconded: Mr. Salazar

Vote: Mr. Barabani Nay

Ms. Early Aye

Mr. Salazar Aye

III. PUBLIC COMMENTS

Ms. Barabani This is the point of our meeting; section 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.

Ms. Early Commissioner Barabani, I noticed that you voted "nay" on the approval of the agenda, is there any discussion on the item for Approval of the Agenda?

Mr. Barabani I am not sure this is going to work out. Would you like to return?

Ms. Early Yes, we didn't go into discussion.

Mr. Barabani Alright.

Ms. Early I just wanted to know if there was any.

Mr. Barabani It was moved the Approval of the Agenda by Rhonda and seconded by Mike, call for discussion. There were just some items here that I didn't feel comfortable with, pressing that I can't move on.

Ms. Early Ok.

Mr. Barabani The vote stands, I guess. Moving to Public Comments. Ok let see how well this works; everybody stand up there if you have a public comment. You may come up and speak; you may come up and speak at the podium.

Harold Vollkommer, Assistant Superintendent Human Resources Good evening commissioners, Harold Vollkommer from the Human Resources department. Just three real quick things that I wanted to cover today, first of all I apologize I am going to have to leave early, as you know I have a commitment just on a couple more Wednesday nights so this will be the last one that I will have to leave early. We missed you last week we had the schedule, I know you had some pressing work issues. I did have my class here, Advanced Human Resources Management from the doctoral program at Cal State. But we did have a chance to sit and talk about how the process works, they got to meet Mr. Flory and Mrs. Arakaki and Nersi and it worked out well and then we finished up our class after that. Hopefully we get to do that again sometime but I would love for them to see the process in action that's the best type of learning that they can possibly have. I apologize for having to leave a little bit early this evening. I want to thank you in advance for hopefully approving the recruitments that are on the agenda before you this evening I believe they do have the approval of all parties involved; I know that CSEA has been involved and signed off and we're ok and so we are looking forward to moving forward in getting positions filled and again that is the very, very best strategy we can think of to solve some of the larger issues that we've been facing for some time now. The last thing is that I want to invite you ahead of time; you're going to get a formal notification from the

Superintendent's office. But we are going to be doing some budget work on district overall budget work on August 29th and 30th, half-day both of those days 8-12 p.m., don't have the location yet but that will be identified in the invitation you receive. We would absolutely love to have the Personnel Commissioners themselves and Mr. Flory involved in that process. We are going to have to come up with a plan to cut 21 million dollars from the district's budget in case the governor's tax increase does not pass. We had a contingency plan that related to cutting the school year it also involved negotiations the county did not believe that that was solid enough, if you will, because negotiations, you know, you can't guarantee that negotiations will happen. We're bringing together a multifaceted stakeholders group to take a look at our district budget. The way that it will basically work is on August 29th we will have representatives; what we're hoping will be from school services of California which is kind of the top budget group in the state, the county office as well as both representatives from CTA and CSEA their corporate offices that work with their budgets to give kind of an overview of how budgeting works in general in schools in California and then what has led us to this 21 million dollar need that will be a contingency for the governor's tax increase not passing. It will only go into effect if the increase did not pass. The first day will basically be education and some discussion point and question and answer; and the second day, August 30th, we will actually gather input from our stakeholders and there will be a wide variety of people there. If you can make it, we know it's a late notice, we just got this notice from the county about a week and a half ago and so we're so very hurriedly trying to put this together because we have a deadline, the district has a deadline of September 10th. If you can make it we would love to have you there and give your input to that process, again it's August 29th and 30th, 8-12 p.m. both days, location to be determined. We certainly hope if possible you be able to join us.

Mr. Salazar The days of the week?

Harold Vollkommer, Assistant Superintendent Human Resources That's a Wednesday and a Thursday; the 29th is a Wednesday and the 30th is a Thursday. Ok? So again, we hope that you will be able to join us for those two days, or either one if you can't make it for both or any part of one if you can only make it for part of it either of those days we would love to have you. There will be representatives from all of our unions all of our parent groups will be invited, there will be people from the community, various non-profit organizations business leaders etc., etc. it will be a multifaceted type of approach to gain your input in terms of how we might tackle this very, very difficult issue. 21 million dollars is a huge amount of money, it's particularly huge given that we've already cut 80-100 million dollars out of our budgets that last 4 years; that's been, as you know, a nightmare of sorts. It's particularly tough because it has to come out of this year, out of the

2012/2013 school year, even though we will have already been half-way through the school year by the time we really have notice of whether we're going to have to do it or not. It's a real challenge and that's why we want to put as many good minds in the room as possible. With that, I thank you very much and have a good evening.

Mr. Barabani Is that going to be a hard number or could it be worse than that?

Harold Vollkommer, Assistant Superintendent Human Resources That is the best number we have in relation to what the governor; it's basically, 441 dollars per ADA, so that goes through all kinds of calculations in terms of how many kids you have and how many days they go to school, etc. etc. Its 20.9, round it up to 21 million dollars. That's just if the governor's budget or tax increase does not pass. That does not talk about any cuts we might need to make for 2013/2014 just based on general budgeting practices. Love to have better news for you and say great days are ahead; great days are ahead they are just not going to be 2013/2014 school year in terms of budget. Thank you very much.

Mr. Barabani Any other comments? Move on to Action Item IV.

IV. ACTION ITEMS

The commission will consider approving revised classification specifications for:

1. Buyer
2. Electrician
3. HVACR Mechanic
4. Senior Cafeteria Worker
5. Transportation Director

Ms. Early Commissioner Barabani, I move to approve the revised classification specification for **Buyer**.

Mr. Salazar I'll second.

Mr. Barabani Ok. Call for discussion. On these items here, is there a reason; I just noticed that right now. Since we're going to make motions on this is there a reason we don't have suggested motions on the agenda? On the Buyer.

Mr. Flory Honorable Chair and members of the commission, it's our recommendation that you approve all of them at once. It wasn't contemplated that you would pick and choose; it was just recommended that you approve all of them and then on the next item that you approve the job announcements.

Mr. Barabani Is there a reason that you don't want to go through them individually?

Mr. Flory No, you can choose to do them individually or all at once whatever is your pleasure.

Mr. Barabani Ok. I remember we had a discussion a while back when you first came on; did you use the AutoGoja, to help formulate these job descriptions? You should have bought another microphone?

Mr. Flory Sorry, honorable Chair and members of the commission, we couldn't afford an extra microphone for me. Yes, we've been using the AutoGoja and the intern up until the last time we saw the intern has been using that system, but there is a limit of 25 and then we have to start paying for those extra.

Mr. Barabani How much is it?

Mr. Flory I don't now at the top of my head but I can check that out for you and get back to you.

Mr. Barabani Do you find it useful?

Mr. Flory Honestly, not particularly. It's basically faster to take the existing job description and do these subtractions and additions to that rather than using the AutoGoja approach. The AutoGoja approach is more based on job analysis for specific jobs then grouping those jobs together into classifications. With our approach we have job announcements and job descriptions and classifications all kind of mixed together.

Mr. Barabani Ok. One of my concerns is you have these hand written notes here without any staff explanation as to why; no indication as to why they were modified. How are we supposed to respond, there is this physical level change 110lbs to 51lbs that one I know is an OSHA

Mr. Flory If you'd like I can explain, the hand written notes are based on meeting with the Union rather than delaying the whole operation; we met with two representatives from the Union and those are the written notes indicating their input and their concurrence with all the job descriptions.

Mr. Barabani On the Buyer we have a special requirement and then it says use personal vehicle for travel to sites where attendance is required; we changed that, right? I don't know where that goes here now.

Ms. Early When I read that I thought that the Union was questioning why they would have to use their personal vehicle. I see that it's highlighted, it wasn't omitted it wasn't deleted it's still listed here. So it's says they were, according to this, they were speaking to use so it was going to be something to be talked about

as a concern from the Union.

Mr. Flory Honorable Chair and members of the commission, it's my understanding that those notes reflect input from them those will be reflected in any changes that we could possibly make. We are presenting those to you as final because otherwise we would delay another two weeks because if you recall the CSEA management was out of town and that would have given them another 5 days in addition to the 10 that you've requested.

Ms. Early I'm sorry; you said that this is the final document? He can't hear me. The note that I have says that "they will speak to the Purchasing Director regarding personal vehicle for travel to sites where attendance is required; personal transportation for job-related travel" and I see highlighted here "uses personal vehicle for travel to sites where attendance is required". I am not sure why we're receiving this note if they were in agreement with what's already stated here.

Mr. Flory Honorable Chair and members of the commission, I apologize for any confusion the notes were working documents the descriptions are presented as final as are the job announcements.

Mr. Barabani Ok, since we're on the Buyer right now, does this person have a supervisor? Does this position have a supervisor?

Mr. Flory They have various supervisors, yes.

Mr. Barabani Who supervises this position? It doesn't say it in this job description.

Mr. Flory That was removed from that one.

Alexis Jenks,
Human
Resource
Specialist PC In the supervision section on the top it says it; in the supervision section.

Mr. Barabani Purchasing Director.

Mr. Salazar Receives direction, its right there.

Mr. Flory We're just getting used to these microphones.

Mr. Salazar Receives directions from the Purchasing Director.

Mr. Barabani It says receives direction, that's not supervision.

Mr. Salazar It's says supervision. Receives direction from the Purchasing Director. The title is supervision.

Mr. Barabani Yea I know but it says receives;

Mr. Salazar It says receives

Mr. Barabani Yea but receiving direction is not supervision. That's the reason why I asked about AutoGoja I brought the book here because we talked about using it and they

Mr. Salazar Are we writing these job descriptions?

Mr. Barabani No, but we got to make sure they are done right.

Mr. Salazar Just making sure. I do understand that we are not writing these job descriptions. My understanding that all parties involved in writing in these job descriptions have been involved in the process and in looking at this backup material which is signed by Steven Holt, the Acting President, and the Acting First Vice President, Charles Arroyo. The one thing that I noticed on that working document, and I don't know if it makes any sense or not but perhaps Mr. Flory can comment about that, is that I noticed that there are check marks before their notes and their comments; and usually when I check something it means that, in my working documents, usually that means that I've observed it usually when I sign something that means I approve it. Is that the case here? Ok, I just want to make sure that I am clear on that so the input of CSEA for this particular position is substantiated by this working document here as well. Ok, thank you.

Mr. Barabani Does receives direction from the Purchasing Director then equate to the same as supervision?

Alexis Jenks,
Human
Resource
Specialist PC Alexis Jenks, speaking on behalf of Abe Flory. To answer your question, Gino, yes, it does when we send out the class specs to Mohammad Islam and to Debra Love for approval this is how it was suggested when it came back to us this is how it came back. I am assuming I guess if don't like the way that is worded I am assuming you know we can change it, but the way that it was worded was ok at the time when we met with the Union and it was ok at the time we met with District officials. But I guess you would need to give the final say on whether you want us to reword it or not.

Mr. Barabani It's been crossed out an lined out and originally it had said; ok, so

Alexis Jenks,
Human
Resource
Specialist PC

So we changed that.

Mr. Barabani Do you concur with it?

Alexis Jenks,
Human
Resource
Specialist PC

Do I concur with it, yes, absolutely, but it's up to you.

Mr. Barabani Any more discussion? Call for the vote.

Moved: Ms. Early Seconded: Mr. Salazar

Vote: Mr. Barabani Aye Ms. Early Aye Mr. Salazar Aye

Ms. Early Mr. Barabani, I move to approve the revised classification specification for **HVACR Mechanic**.

Mr. Salazar I'll second.

Mr. Barabani Call for discussion. For future reference, this one and the last one Electrician, you where it says, "Receives general supervision..." we don't seem to have a constant format here, I'd like to see that.

Alexis Jenks,
Human
Resource
Specialist PC

Absolutely, we'll change that.

Mr. Barabani This also has the "Any combination equivalent to..." I'd like to see removed but that's up the vote here. And then the problem with this one and it hasn't been changed is, I mentioned this twice now, it's the education and training requirement you have the word "OR" in there, "or Energy Management Control Systems (EMCS)". A person can come in here and take this job and they are Energy Management Control Systems they know how to manage the system and save the district lots of money by programming the computer and the, we have like a (inaudible) system, but they don't know how to repair. Is that what we're after, my understanding is that we're looking for someone that knows how to do that and knows how to repair the heating/ventilation and air conditioning systems. That's important, because you can come in here, I can make the case that I know how to do the Energy Management Control System but I can tell you I can't repair, I don't know enough about it. So the word

Mr. Early Mr. Barabani, I move to approve the revised classification specification for Senior Cafeteria Worker.

Mr. Barabani Ok this is another job that doesn't have...

Mr. Salazar I'll second.

Mr. Barabani Oh sorry, my fault, thank you. This is another one that doesn't have anything about supervision.

Alexis Jenks,
Human
Resource
Specialist PC In the Essential Job Functions it's underlined we added it in there, "Reports to Nutrition Services Supervisor (or Cafeteria Manager)".

Mr. Barabani It's a formatting issue now. Did we send out a second revision on this? I'm curious now because I didn't see that in my notes.

Alexis Jenks,
Human
Resource
Specialist PC That particular line has been on there since we brought to your attention a couple of meetings ago we did not make any modifications to that particular section.

Mr. Barabani Ok it is a formatting issue. You see where it says "Supervision" right here on the Transportation Director and the other ones?

Alexis Jenks,
Human
Resource
Specialist PC We don't have that section on there, is that what you want added?

Mr. Barabani Yes, I'd like to have a standard format so that as we are going through this we can understand, ok. Because the other ones have it, I am looking for that and I see it's over here.

Alexis Jenks,
Human
Resource
Specialist PC There is a part on the notes, and it was a mistake on our part and I don't know if you're going to approve it, we are going to remove the strikethrough. The Union had noted that we remove the strikeout for high school diploma and so we will do that.

Ms. Early I have a question, why did we strikethrough the requirement for the Food Handlers card?

Alexis Jenks, According to the Director at Nutrition Services, Adriane Robles, the correct

Human Resource Specialist PC term, the correct I guess phrase or terminology that they are using for Food Handlers is the ServSafe Certificate. So we made the modification, yeah, to this one they are not using the ServSafe certificate. This came directly from Nutrition Services.

Ms. Early
Alexis Jenks,
Human Resource Specialist PC So that was an addition it's just not underlined, the ServSafe certificate?
Yes. Sorry about that.

Mr. Barabani ServSafe?

Alexis Jenks,
Human Resource Specialist PC ServSafe.

Mr. Barabani I have this issue again, "Any combination equivalent to: sufficient training..." but then you know the next thing it says, "two years of experience in institutional or commercial...", doesn't that first statement kind of overrides what you're saying on the second statement?

Alexis Jenks,
Human Resource Specialist PC It probably does, if I am thinking the same way that you're thinking. Our logic or our reasoning for why it's on here is that it was just formatted that way from when Patrick was here. As I stated if you would like us to change that, or if you could provide maybe a suggestion on how you want us to put it, we would be more than happy to make those changes for you. It's just something in formatting that we just continued on back when Abe was hired back-on.

Mr. Barabani Ok. So basically what you're really looking for is two years of experience?

Alexis Jenks,
Human Resource Specialist PC Correct. That's just a standard blurb that you know that we've been using.

Mr. Barabani I know, but I see people coming in here saying that, "I believe I have sufficient experience, I cooked at home, and I did this I worked over here", and then they are going to cobble together two years then because we left that in there we have hearings on that all the time.

Alexis Jenks,
Human Resource Specialist PC That blurb it does make reference to KSA's and other characteristic, so with having that there it brings attention to the applicant that we do need them to

Resource meet the KSA's and other characteristics. We can change it if you'd like.
Specialist PC

Mr. Barabani Ok. Ok so we have the high school diploma thing that needs correction, the ServSafe needs to be on there.

Ms. Early It's on there.
Alexis Jenks, It is on there, it just wasn't underlined, but it's fine, I think, the way it is.
Human
Resource
Specialist PC

Mr. Barabani Ok. Any combination, ok. We have a motion first on this, any other discussion? Call for the vote on the motion.

Moved: Ms. Early

Seconded: Mr. Salazar

Vote: Mr. Barabani Nay

Ms. Early Nay

Mr. Salazar Abstain

Mr. Barabani Abstain, ok. Now I would like to make another motion that Senior Cafeteria Worker we make corrections, do you want to make separation motions for each one, or make it all one?

Ms. Early Make it all one.

Mr. Barabani That we correct high school diploma, and remove the "Any combination equivalent to..."

Alexis Jenks, Do you have an alternative verbiage that you want there or do you just want it completely removed?
Human
Resource
Specialist PC

Mr. Barabani In your opinion do we have enough in there with the two years of experience, I mean that's pretty straight out, two years of experience. Tell me what the problem will be without it? I am looking at problems with it in there.

Mr. Flory Honorable Chair and members of the commission, the only problem is that we are trying to continue as you have suggested a number of times what Pat Maher had started and that is standard verbiage in the educational personnel management community to use that phrase. In defense of Mr. Maher, he used it correctly and I would support continuing using that phrase. What you will find is, it to cause more attention to the *essential functions* above and we're being inclusive in our applications versus exclusive, in other words we are inviting people to apply and those that are better qualified the testing

process will bring those people to the top. The use of that phrase is very common, Pat was correct, Mr. Maher was correct in using it in the past and we're just continuing on with that phrase to be consistent in every job description. That even predates Mr. Maher's involvement in the job descriptions, but from a CSPCA point of view, California Schools Personnel Commissioners Association's point of view that phrase is widely accepted. But certainly, if you'd like we'll take it out.

Mr. Barabani But what would be the problems without it, I mean when you're asking for two years of experience and that pretty much nails it right there, you're looking for two years. And then up here you have the knowledge, skills, abilities that they have to meet. When you start asking "any combination or equivalent", to me, that appears to be vague and you're telling me it's not vague, is that what I'm hearing? I mean you're saying it's more inclusive, but does this, if it's more inclusive in what way? That's what I'm asking.

Mr. Flory Two ways, one as a standard practice for job descriptions

B. The commission will consider approving recruitment flyers for the following:

1. Buyer
2. HVACR Mechanic
3. Electrician
4. Senior Cafeteria Worker
5. Superintendent's Assistant
6. Transportation Director

Mr. Barabani Call the meeting back into session at 7:00 p.m. thank you everybody. On these recruitment flyers on the future I like to have some suggestion motions on each one please.

Mr. Flory Again honorable chair members of the commission, I apologize it was my thinking that we would do it all at once, I didn't understand that we were going to do them individually. So if you like we would place new job descriptions and announcements as separate items for you.

Mr. Barabani Yes that will be better in the future. Before I go anywhere else I would like to add some consistency on this format like you had the dual certification here and, on here I like where it says any one may apply for this. Like to see that on the box, that way when we look this over.

Mr. Salazar What do you mean consistency?

Mr. Barabani Laid out the same way, scores and format, it makes it quicker to do that. I like to.

Mr. Salazar May I make a motion?
Mr. Barabani Yes.
Mr. Salazar I would like to make a motion that we approve recruitment flyers for the following Buyer, HVACR Mechanic, Electrician, Senior Cafeteria Worker, Superintendent Assistant and Transportation Director. Those were the class specs.

Mr. Barabani Yes, they were the class specs.
Mr. Flory Just a point of order if you want to modify that to include the changes that you recommended and approved on the class specs.

Mr. Salazar Yes I would like to make those modifications. So let me restate. I like to move that we approve recruitment flyers for B1, 2, 3, 4, 5, and 6 on tonight's agenda with modifications.

Ms. Early Mr. Barabani I second.

Mr. Barabani All right, any discussion?

Ms. Early I have a question, I noticed that on under notes some of them state that on line applications may be submitted and it gives the website and then it states or you may obtain an application from the office of Personnel Commission for the Buyers position, the superintendent Assistant Position, and the Transportation Director's position. There are only given the option of submitting the application on line. I wanted to know what the difference was and why they were not given the option of obtaining the application from the personnel commission office.

Alexis Jenks,
HR Specialist
for PC To answer that question for you Rhonda, when the previous personnel director was here there were certain positions like cafeteria worker that maybe all applicants would not have access even with the computers that we have them to use. Maybe all applicants would not have access to computers but they would have access to the office. So with the lower level positions that doesn't require a lot of extensive education or experience the previous personnel commission director had allowed certain classifications that we accept online and, on person application. So generally the higher level office positions such as Superintendent Assistant that is a management position, Buyer that would be something where a person would be on a computer a lot at work so they would have access to computers. So the theory with the trades and nutritional positions if they were not management we would allow for the applicants to submit applications both ways and if it was clerical or higher tech position that would do online only.

Ms. Early Thank you.
Alexis Jenks,
HR Specialist Is there a way that you would like to see that?
for PC
Ms. Early I just like to see uniform and I think all people should have when you look at

salary range between the buyer and the electrician were only talking about a \$400.00 difference but, one of them is given an option of submitting on line or coming in and getting an application and the other one is required to submit on line only, so that is just a concern of mine.

Alexis Jenks,
HR Specialist
for PC

Also with that commission staff runs into an issue of dual entry because the previous commission director chose to use Neogov as our system. The on line was used for that when we accept paper application it becomes a little cumbersome for commission staff as we have to input the application that we receive into SAP and to Neogov so you know the process does become cumbersome for staff to have to input each applicant individually which is one of the reasons why b continue. Patrick Maher agreed with certain classifications that we choose either paper or on line only. So you know like I said, if you don't like it I can suggest something else do you want us to use online only or both the option for both. But that was the argument that was used when Patrick Maher was here.

Ms. Early

Thank you.

Mr. Flory

Also, one additional comment, the goal was as I understood when I returned was to have all applications through Neogov and, I think that this a worthwhile goal and, we still want to have a couple of jobs where if someone does not have access to a computer then they can apply but, again when you use the paper application it does increase the work load on us. The second point and the more important point is when you apply through Neogov you are using a system called an EDJOIN and, you fill out one application and apply for a job. Then you go back in and log in your password, and you can take the same application and apply for other jobs. So there is a tremendous advantage through Neogov and EDJOIN which; I certainly agree with using but in certain areas we again want to be inclusive but it does create double work for the staff.

Ms. Early

Thank you. Are applicants able to come in here and use the computers in this office?

Alexis Jenks,
HR Specialist
for PC

Yes they do.

Ms. Early

Ok, so just they would come in and pick up a paper application they can come in and log in the computer and submit an application correct?

Alexis; yes, we actually if it was up to commission staff we prefer that all applications be submitted online for the reason that Abe brought up, they are applying for multiple positions and something that they do not have to do that again, because they already did that, they can create a profile and it makes it a little easier for staff as well to but we do understand that people not everyone has access to computers so we do have them here available and commission staff are all trained on Neogov to be able to show the applicants how to do their applications entry.

Alexis Jenks,
HR Specialist
for PC

Yes, we actually if it was up to commission staff we prefer that all applications be submitted online for the reason that Abe brought up, they are applying for multiple positions and something that they do not have to do that again,

because they already did that, they can create a profile and it makes it a little easier for staff as well to but we do understand that people not everyone has access to computers so we do have them here available and commission staff are all trained on Neogov to be able to show the applicants how to do their applications entry.

Mr. Barabani Gino, you guys don't limit their time right? You give them sufficient time?

Alexis Jenks,
HR Specialist
for PC Alexis; we give them sufficient time, the only time we would limit their time the only time we would limit their time is if they come at the last minute and the position closes in 10 minutes then they would not have enough time to finish the application on line. When recruitment they can sit here as long as they want to do the application as long as they are not surfing the internet it's not a problem.

Mr. Barabani Gino I never thought of that. That would be interesting.

Ms. Early I would like to see consistent verbiage so believe they it should say that all of them can come and pick up a paper application or all of them can apply on line. Because if I am applying for position and I use buyer as example just because my goal is to become the buyer does not necessarily mean that because of that salary range I currently have access to the computer so I would like to see that option consistent on all of the flyers.

Alexis Jenks,
HR Specialist
for PC Would you allow for us to accept online applications only? Applicants have access to the computers they can come in; it would be a lot easier for us.
Early; so there could be verbiage inclusive that they can come in and apply at the personnel commission office on line. Ok.

Ms. Early So there could be verbiage inclusive that they can come in and apply at the personnel commission office on line. Ok.

Mr. Barabani So you are asking now to modify the original motion so when we call for the first motion. I like to call the vote on the first motion.

Mr. Salazar Aye.

Ms. Early Nay.

Mr. Barabani Nay. Would you like to make your motion Ms. Early?

Ms. Early Commissioner Barabani I would like to offer a substitute motion on the flyers under note to delete you may obtain application from the personnel commission and for substitute verbiage to state online application may be submitted via www.sbcusd.com or you may come to the personnel commission office to submit the application on line.

Mr. Flory I would just add a recommendation a number of people use the library to do that and sometime they use their friend's computer so would you be happy knowing understanding that.

Ms. Early I understand that what it says you can submit on line and it gives you the address you can go where ever you want but, they need to know that if they don't have a friend they have a friend at the commission office right here.

Alexis Jenks, HR Specialist for PC
Mr. Salazar if you put something like if you do not have access to a computer there are kiosks available at the personnel commission office
You may apply at the personnel commission office.

Alexis Jenks, HR Specialist for PC
Ms. Early We will come up with something but we get what you want us to accomplish.
Thank you.
Mr. Barabani And that is the modification and Mike's.
Ms. Early That is a substitute motion.
Mr. Barabani Then all the other corrections that we made on the specs if we just modify Mike's motion then yours that would solve the problem.
Ms. Early Ok, Lets modify Mike's motion then.
Mr. Barabani I will second that.
Ms. Early So we are voting to that we incorporate the changes that we voted upon earlier and the classifications specifications to incorporate those changes in our recruitment flyers and to add verbiage that they may submit applications on line at the personnel commissions' office.

Mr. Barabani That is correct, I will second that. Call for discussion, call for the vote.
Ms. Early Aye.
Mr. Barabani Aye.
Mr. Salazar Aye.

C. The Personnel Director will submit an updated plan for filling all existing vacancies that do not have an eligibility list for commission to review.

Mr. Flory Honorable chair members of the commission, as you flip through the pages you find an agenda item IV C. Personnel Commission Directors report and it's pretty self-evident that you can read that at your leisure or already read it. What we done is taken the original work that we did and modify into for any delays that have occurred. And we will be bringing back a number of job descriptions a the next meeting hopefully we your staff would be a little more efficient because we have some direction from you, as to what you would like to see in the job announcements and particularly with the consistency issue we will make sure those are reflected in those jobs and the updated type tables if you have any questions I would be happy to answer.

Mr. Barabani On your time around have you anticipated all holidays, staff absence, and our person analyst being absent?

Mr. Flory Yes, we have and everybody has done a fine job of picking up the work load and I would like to report that the staff is performing excellent.

Mr. Barabani You are sure you can meet this schedule unless there is any commission delays yes we can meet that?

Ms. Early What did the question marks mean under Environmental Compliance and Safety Officer?

Mr. Flory Flory honorable chair if you recall we are in possible violation in California Education code because what we did is define what that job is we developed the job description and there is a lot of history on this. we don't know what you would like for us to do next we know whatever we do next will be not acceptable to the district because as you know they define what the job is and CSEA agreement adds additional information to that and we are kind of so we don't know what your wishes are on that as is presently. The recruitment is closed.

Ms. Early I missed that discussion so was that discussed at the last meeting. Was there possible violation of California Ed Code?

Mr. Barabani We did not have a meeting the last time.

Ms. Early Early I mean the last meeting that held I was on travel status. So I wasn't here so I'm not aware of a possible violation of California Education Code.

Mr. Barabani We approve this, we voted on the description and stuff like that, and then we changed some of the wording on that to comply the judge's order.

Ms. Early I recall that.

Mr. Barabani And the district is not comfortable with that but we changed it right? But we were as you recall we didn't want to be in violation of the judge's ruling we are recruiting for it. I believe right now is in the districts hand

Mr. Salazar That was the last conversation we had on this matter. We did not have regularly scheduled meeting while you were on travel status two weeks ago?

Ms. Early Yes

Mr. Salazar It was cancelled. Mr. Barabani had an emergency

Ms. Early Ok, so what is the status of the Environment Safety Compliance Officer?

Mr. Flory I would say that Mr. Barabani is correct is in the hands of the district what we would receive is a new set of duties and responsibilities from them on some point of time and then we need to go through the process again.

Ms. Early What is the estimated time frame on receiving that information?

Mr. Flory I do not know, I have absolutely no idea and I believe the district is discussing among them what they want that job to be if they want to be whatever they want it to be we don't know the answer to that.

Ms. Early How long as the district had to make that decision?

Mr. Flory I would imagine since the original violation occurred and the judge made an order

Ms. Early Do we know the approximate date?

Mr. Flory I do not know.

Mr. Barabani My memory is not clear on this but I know is two years if not more. Does that sound about right? But we are moving forward on this we flew the job?

Mr. Flory Right now we have question marks because we don't know what you would like us to do in light of the district coming up with a completely different job description or set of job descriptions.

Mr. Barabani Did you bring back a report on when they plan on having a specific date and what they are planning on doing?

Mr. Flory Yes.
Mr. Barabani Next meeting, ok.
Ms. Early I noted the second page of the personnel commission recruitment plan its verbiage on here that says dates are calculated based on a new 10 day time period for district CSEA to review the revised class specs. Now was that 10 day time period?

Mr. Flory Honorable Chair members of the commission, the chair requested that a few meetings ago or possible on an email. We are trying to expedite to go back to a practice which we used to do where you may be aware where you have everybody just sit back together and vote all at once.

Mr. Barabani But those ten days was an agreement that Pat made with the district. And with CSEA. The district agreed to it is my understanding and so did CSEA and that gives submission enough time so we can move this and process forward. That process is around six or seven months ago. It was my request that we continue to move forward.

Ms. Early So it is not a new 10 day time period, that was put in practice several months ago is that correct?
Mr. Barabani Yes.
Ms. Early Ok, I thought I remember seeing that earlier that on the year. Thank you.

Mr. Barabani Did I miss the personnel recruitment exams the School Police Dispatcher here somewhere do you see that anywhere?

Ms. Early I see School Police and Safety Director.
Mr. Barabani If I recall didn't the chief asked us to fill that is it critical need? He is not here right now.

Mr. Flory Yes it is.
Mr. Barabani Shouldn't that be on here?
Mr. Flory Again the priority comes from Dr. Vollkommer and him working with the Superintendent Dr. Marsden. We had to listen to what they are saying and add those we might be in trouble if we start setting in our own priorities.

Mr. Barabani We had Chief Police in here asking.
Mr. Flory Right, then we had other directors asking for other positions.
Mr. Barabani Is Mr. Vollkommer is he ok with us not placing that on the schedule?

Mr. Flory At the present time yes. And we will get an update from him but at the latest information this are the priorities for the district.

Mr. Barabani Does the district have plans to schedule in near future?

Mr. Flory It's my understanding yes.
Mr. Barabani Who is filling that position now?

Mr. Flory The present staffing as I understand is just being overworked and overwhelmed in my opinion is a critical need but again as to tell us yes its critical put it on the list to work long

Mr. Barabani So there is no body filling those positions that you know of? Since we don't have a list.

Mr. Flory It's my understanding that the people that are there are just working there I don't know if they are getting over time. But this is a critical area as far as I'm concern but along with the campus security officer and the police officer.

Mr. Barabani Then I like to have a report on that on the next meeting telling me who is filling those positions how it has been filled, if it's being filled by anyone and if the district is planning on filing that?

Mr. Flory Mostly likely we would have this list added on that.

Mr. Barabani Ok. That also for the environment compliance office because I like to get started on that exam and we got to go on that process.

Mr. Flory As I understand Pat Maher and Steve Williams had that developed but I don't know that we approved it to move ahead with that since that is not the job description given to us by the district.

Mr. Barabani But in the mean time they have someone in there for that position. We need to move forward and get a list at the minimum so they can fill in that position I don't care if filling or not but fill legally because right now it's not filled legally.

Ms. Early And that would come under the 10 day review with CSEA and district.

Mr. Flory It would if we had a revised class spec. We don't have anything from the district. That is when the education code comes in and the education code is very clear that the duties and responsibilities come from the district.

Mr. Barabani The transportation director you have on here October 10th? But it's on this agenda. I'm glad to see it on their but why is that I mean?

Mr. Flory I'm reading the right part transportation of August 22nd and the 23rd that is approximately 45 days of closed recruitment.

Mr. Salazar Yes you are right, that is today and tomorrow.

Mr. Barabani We do have some lists that are going to expire on October correct? The cafeteria worker and the Special Ed Paraprofessionals?

Mr. Flory That would be correct.

Mr. Barabani So we need to place that on the schedule soon right?

Mr. Flory We will be able to do that depending on the priorities of the district again. And if we don't get that listed as a priority I will check on the status for you on the next meeting for you.

Mr. Barabani Ok, all right.

Mr. Flory Any questions on dispatcher the Chief has returned if you would like to ask him.

Mr. Barabani Well you answer them I don't want to make the chief uncomfortable. On the list here on job priority we are recruiting I remember you were here and asked for the position to be filled it is a critical job position. And it's not on here and I guess you will need to speak with Mr. Vollkommer and he has decided it is not a critical job is that my understanding?

Mr. Flory That is correct but I am fairly sure that Dr. Vollkommer will place that on this lit and we will do the appropriate information to get that moving along and we will have that on the next meeting and the report as to what the problem might be. But that is a critical area.

Mr. Barabani I would like to see that on this, he would not asked for it if it was not critical, maybe you need to work on that. Anything else? Let's move to item D.

D. The personnel Commission Director will provide a report on the extent of the District's compliance and the Personnel Commission Director's efforts at ensuring compliance with Personnel Commission Rule .3.2.3 terminating all non-permanent employees effective June 30, 2012.

Mr. Flory Honorable Chair members of the commission, I understand there is concern quite a concern with Dr. Vollkommer letter from Sylvia Ross in your packet we updated that with latest information that we have on all the areas that are concerned about. The main problem is I understand has been the inability of us to open jobs as we have approved jobs this evening we bring more jobs to you next time to approve the class specifications and the job announcements and this problem will be solved with us filing positions.

Mr. Barabani I kind of would have like to see the report on where we are at on this.

Mr. Flory Honorable Chair members of the commission it is in your packet.
Mr. Barabani Well it is but it's not inclusive it's just not kind of what Dr. Vollkommer was saying and stuff like that.

Mr. Flory I'm sorry I don't mean to interrupt there is an additional how many pages is it Nersi? She will help you, it was just given to us and again I know you don't like surprises, I don't either, but it's the information that is available to us and it's quite lengthy but, it answers all the questions that I believe that you have.

Mr. Barabani I will look at that, it was not on my agenda package.

Mr. Salazar Its right here.

Mr. Barabani Yes, but I printed this off the email.

Mr. Salazar I understand that but its right here.

Mr. Barabani Yes, but I would of like to have it ahead of time.

Mr. Salazar But you have it that is what he just said.

Mr. Barabani I would like to discuss it but I just got it now.

Mr. Salazar Yes, you got it.

Mr. Barabani Originally I asked for this back in July 20th.

Mr. Salazar Thank you for doing that.

Mr. Barabani One other question under section 45310 have we approved generic subs? As Dr. Vollkommer said it has been done.

Mr. Flory I don't believe we have I don't know there is sarcasm or what is on Dr. Vollkommer's statement. The sheets is what you have is as current as what we have. I apologize for not getting to them sooner but we didn't get them from the district until just now. So we are tempting to respond to your concern but, I said previously our best response is to fill vacancies and that

eliminates three areas that we are all concerned about.

Mr. Barabani Are you telling us that you have not approved the use of generic sub category?

Mr. Flory I'm not aware of may it happened under Mr. Maher but I am not aware of it. I can certainly check on that and get back to you and if there is issues involved then we can discuss them.

Mr. Barabani Well you would know you would have to approve them.

Mr. Flory Well I haven't approved any, thank you sir.

Mr. Barabani Ok then I'm concern for information has the district hired any custodian subs that are not on the list for custodians? Do you know?

Mr. Flory The answer is no.

Alexis Jenks all the custodian vacancies are filled custodian 1 so in the event that they do need subs the district do have a list that they can hire form that we have tested for and certified when pat was here so that is what they will be using to hire subs.

Mr. Barabani So as far we know they are not using any generic subs in any specific classifications, right?

Mr. Flory I don't know the answer sir.

Gladys Byrd, Interim Director for HR The report that was given to you has that information of what subs we are using in the positions needed.

Classified

Mr. Flory I have been informed that on that sheet that information is available to you.

Mr. Salazar Thank you for the report, very comprehensive.

E. Recommendation of the extension for a 39-month reemployment request for a former Campus Security Officer I.

Alexis Jenks, HR Specialist for PC Gino, I am going to speak on behalf of Abe for this just to let you know in advance. We have not done anything with this; we have not made any moves. We are bringing it to your attention so that you as a commission you can advise a recommendation on how we shall proceed without getting into much detail tonight. There was this situation where there was a campus security officer that left his classified position to work as certificated teacher and I don't know that did not work out, he was not terminated but he tried to come back under the 39 month leave as a security officer. This was during the time that we had Bryan Astrachan in the office and Bryan I believe he was able to help him but he did not help him due to the circumstances that was happening you know with him not being able to sign of hiring paperwork. The gentlemen 39 month expired a week after Patrick started and so it's our belief that he really didn't get a fair chance to get hired to his position. So we kind of need some inside from you on what we need to do for this particular instance you know when there was some confusion when Bryan was here.

Mr. Barabani Do you know a rule that allows the commission to extend the 39 month?

Mr. Flory I would have to look that up, we have the attorney here but I don't think she's been conflicted out for that. I could look at the appropriate laws and rules but I think there is a provision that allows that a number of years ago that allows the commission to correct errors when the errors have been made through no fault of any one in particular.

Mr. Barabani Do we know the effective date of the person resignation? Do we know that?

Alexis Jenks,
HR Specialist
for PC Not of hand but we can obtain that. I can tell you I can confirm that his approval for 39 month it wasn't anything illegal he was properly approved to come back he could of being interviewed even without an eligibility list it was that the previous Interim director chose not to . As far the district did everything they would suppose to do it was up to the commission to make the final decision on that.

Mr. Barabani My problem is I don't know what the date is. That is one of the reason I like to have back up material on the agenda. I like to have the law that allows us to do that. If you can find it the reinstating date when did this all happened, so let's find out what really happened. Let's reagendaize this

Mr. Flory We are not divulging the individual name for many reasons but we will bring the rest of information.

Mr. Barabani Ultimately the individual's name will be public information.

Mr. Salazar I prefer not to be.

Mr. Barabani Not at this time. If we are going to reinstate him we have to know who the person is.

Mr. Salazar I don't think we need to know the name.

Mr. Barabani I can't just say we are going to reinstate a person that is showed up here wanting this and Bryan might have helped him, might not; it's going to have to be public records sooner or later.

Mr. Salazar Ok, later.

Mr. Flory Thank you.

Mr. Barabani We can make it a motion. I like to find out if we can use that person's name I can disagree with Mike here but I don't think we can make it generic motion ultimately that states we are going to reinstate the person without having the name of the person.

F. It is moved that the commission approve the minutes for March 14, 2012 as submitted.

Mr. Barabani I have not had a chance to read these minutes. And it's getting late do we dare ask to be reagendaize to have that approve?

Ms. Early Commissioner Barabani I move that the commission approve minutes dated March 14th and April 11th with grammatical corrections.

Mr. Barabani Ok, I will second that.

Mr. Barabani Discussion?

Ms. Early None for me.

Mr. Salazar None for me.

Mr. Barabani Call for the vote.
Ms. Early Aye.
Mr. Salazar Aye.
Mr. Barabani I will abstain.

G. It is moved that the commission approve the minutes for April 11, 2012 as submitted.

Ms. Early I combined both of them.

Mr. Barabani First time we had that.

Mr. Salazar I like that, very smooth

V. COMMISSIONERS/DIRECTOR COMMENTS

Ms. Early I appreciate the time and the thought in adding the podium and the microphones to enhance the personnel commission's meeting. I think that our room is kind of small and I think that we get some feedback so I'm expecting to get some input from Nerci to see if it is in fact value added to tonight's meeting but I appreciate the thought, I am just not sure if its overkill.

Nersidalia
Garcia,
Secretary III for
PC

Ms. Early The flags are a nice addition. Thank you, thank you very much.
Mr. Barabani The only comment I got is on the part about reinstatement just for the little I know it kind of makes me nervous it falls out of the rules and the speculation. There is no evil intent here I don't think we don't think we try to work on problems and I realize when you are the person who is actually being disenfranchised it's suddenly a lot harder to address the problem so let's move forward on that. And one of the questions I like to ask Director's did we pay our current dues for CSPCA?

Nersidalia It's going to be on our next agenda so you guys can approve it and also CODESP.
Garcia,

Secretary III for
PC

Mr. Barabani Pardon me.

Nersidalia And also CODESP it will be on the next agenda.
Garcia,

Secretary III for
PC

Mr. Barabani It's not on the agenda.

Nersidalia It will be on the next agenda so you can approve it.
Garcia,

Secretary III for
PC

Mr. Barabani So we have not paid that.

Nersidalia No.
Garcia,

Secretary III,

for PC

Mr. Barabani We are now going into closed session and the commission will adjourned to closed session at 7:48 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 7:48 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 N. 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

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINE

The commission reconvened into open session at 7:50 p.m. and announced the following action taken in closed session. No report was announced.

VII. ADJOURNMENT

The commission adjourned the meeting at 7:50 p.m.