

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION COMMUNITY ROOM

MINUTES

August 6, 2014

I. CALL TO ORDER

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Karen Hoch, Provisional Personnel Commission Director

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Moved	Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon Aye	Salazar Aye
Ms. Dixon	Discussion? .		
Mr. Salazar	Ok, I would like to pull Action Item IV B (2). Now I don't know Madam Vice Chair, I like to pull it out but at the same time there has been some revised class specs so I would like to revise them so maybe that is a separate motion. However you would like to handle that.		
Ms. Dixon	Ok, let's go through the class spec of the agenda first and then we will go through the motion. The motion is we will pull Item IV C(2)		
Ms. Hoch	Actually we would like to do the recruitment, we just want to pull the job spec and open the recruitment. Ok.		
Ms. Dixon	So just B-2. Call for the vote.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		
Mr. Salazar	In the structure of the agenda on Action IV B (2) I would move that we revise Action Item IV (2) to the class specs with revisions.		
Ms. Dixon	Call for the vote.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye. Call for the vote for the approval of the agenda.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		

III. PUBLIC COMMENTS

- NOTE:**
- 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.
 - Each speaker may speak only once.
 - Each speak is limited to a maximum time of 5 minutes.
 - A request to speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

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

Good evening commissioners and community I just wanted to recognize Val, last night she provided an update to the board with a presentation on the progress on the personnel commission and she did a fantastic job and I truly appreciate her sharing on behalf of the commission. I know at one point in the presentation Val did say that the relationship between personnel commission and the school district has improved drastically. I actually had something prepared, I suppose to introduce her. I had a speech and so forth but one of the things I was going to make in the introduction is there is three things, I see there is some trust there, and transparency, we are not trying to go around one another and so forth. Lastly, as team work I strongly believe that we are moving in the right direction and the comment was made not just the PC and the District. It was the PC, the District, and CSEA really strong collaboration. I see the key stakeholders in this. I want to thank Andy and let him know that we are excited that he is part of CSEA team and we are looking forward working together. Karen does an absolutely fantastic job working with staff and so forth. Michael and Val and Mr. Barabani I appreciate your work and we are moving along the eligibility list. It will take some time because a lot of people are promoting up, and we are promoting a lot of our people and we have some vacancies at the bottom level but we will continue pushing through and, I can imagine in one year from now what it's going to look like so on behalf of the district we appreciate your presentation, the commission's work, Karen's work, Andy's work with CSEA as well as Gladys working behind the scenes and doing some great things as well so those are my comments.

Ms. Dixon Any other public comments. I did get a little nervous there.

Dr. Wiseman You did great.

Ms. Dixon Ok, move to Action Item IV.

IV. ACTION ITEMS

A. The commission will consider ratifying the eligibility lists. Proposed motions are:

It is moved that the commission ratify the eligibility lists for

1. Application Analyst I (Exam 14-035)
2. Computer Operator (Exam #14-044)
3. Equipment Records Technician (Exam #14-045)
4. Network Specialist (Exam #14-047)
5. Personnel Commission Director (Exam #14-029)
6. Public Safety Dispatcher (Exam #14-043)
7. School Computer Specialist (Exam #14-049)
8. School Outreach Worker/Bilingual School Outreach Worker (Exam #14-039)
9. Security Specialist (Exam #14-050)
10. Senior Registrar (Exam #14-051)

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
Ms. Dixon	<u>Discussion? Call for the vote.</u>		
Mr. Salazar	Aye.		
Ms. Dixon	Aye.		

B. The commission will consider approving classification specification as submitted:

1. Campus Security Officer II
2. Chief Business Officer
3. Lead Automotive Mechanic
4. Lead Carpenter
5. Lead Groundswoker
6. Lead Painter
7. Lead Pool Attendant
8. Machinist
9. Maintenance Crew Supervisor
10. Maintenance Trades Helper
11. Tree Trimmer

Moved: Ms. Dixon	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
Ms. Dixon	<u>Discussion?</u>		
Mr. Salazar	One point of clarification for the record IV B (2) revised with		

attachment. Do we do it now?

Ms. Dixon Lead Pool Attendant clarification for myself where it says receives supervision from the plumbing? Everything else is crossed out. What does that supposed to be? Do they receive supervision?

Ms. Hoch In the past they could receive supervision from the plumbing or HVAC Supervisor and now the HVAC Supervisor and now it will just be the Plumbing Supervisor. Supervisor should still be there.

Ms. Dixon So that is just a typo, can we make sure that is corrected?

Ms. Hoch Yes.

Ms. Dixon That is all the concern I had. Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

C. The commission will consider approving recruitment bulletins as submitted:

1. Campus Security Officer II
2. Chief Business Officer
3. Lead Automotive Mechanic
4. Lead Carpenter
5. Lead Groundsworker
6. Lead Painter
7. Lead Pool Attendant
8. Machinist
9. Maintenance Crew Supervisor
10. Maintenance Trades Helper
11. Tree Trimmer

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Ms. Dixon	Discussion?			
Mr. Salazar	Aye.			
Ms. Dixon	Aye.			

D. The commission will consider approving minute for July 2, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Mr. Salazar	I will second			
Ms. Dixon	Discussion?			
Ms. Dixon	Call for the vote.			

Mr. Salazar Aye.
Ms. Dixon Aye.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Hoch First of all I want to congratulate you on your excellent presentation it was so well received by the board members I think they are just thrilled to see what is happening and seeing you there. So appreciative of what the commissioners is doing. In this past month we have you ratified the Application Analyst, we had 52 applications for that position. Computer Operator you ratified that one tonight, we had 15 applicants for that position we were able to create an eligibility list. Equipment Records Technician we had 181 applications for that position. Network Specialist we had 10 applications, Personnel Commission Director we received 24 applications for that and you ratified that tonight and Public Safety Dispatcher we had 243 applications. The School Computer Specialist we had 74 applications. School Outreach Worker we had 284 applications on that which we processed. Security Specialist 123 applications and Senior Registrar we had 11 applications.

Last month we processed 1015 applications and we came up with 10 eligibility list, both of the specialists had vacation throughout the month and they still did 10 eligibility lists so I think that is pretty good, excellent. Right now we have the HVAC Mechanic positions, Roofer, Locksmith open they supposed to close Sunday evening at 11:59 we don't have a lot of applications for those so I am recommending we extend the closing dates on those recruitments.

Ms. Dixon The Roofer, the HVAC Mechanic?

Ms. Hoch HVAC Mechanic, Roofer, and Locksmith, those were approved last month. It should close on the 10th like I said we are thinking of having those positions closed until August 31st.

Ms. Dixon I am just curious I am not an expert on this field. When we talk about HVAC Mechanics could it be that they are busy at this time, and they have jobs right now but they may be laid off later? Or we can revisit this on the 31st. I'm thinking those folks may get laid off after December.

Ms. Hoch Their work may slow down and I think the district salary might be a little less but they get benefits and when they work for a private agency right now I think they are really busy I think they are making real good money. But it is something that we need to look at that again.

Ms. Dixon We probably want to revisit and place on continuous recruitment.

Andy Evano,
CSEA Labor
Relations What CSEA is seeing through this area as a continual problem with HVAC, it is always hot, up in the high desert, and it's a questions of getting qualified people. There are just not enough

Representative qualified people. I am not surprised you are not finding people because it is a high demand.

Ms. Dixon Maybe you can help us, so will a continuous recruitment help us or not?

Andy Evano,
CSEA Labor
Relations
Representative It will probably help you.

Ms. Dixon What do you think Mr. Salazar

Mr. Salazar I say we look at it at the end of the month to see where we are on applicants. Maybe a little side note to consider that for continuous recruitment. It is always hot even during the winter.

Ms. Hoch Right now we have the Budget Analyst, Custodial Supervisor, Electronics Supervisor, Grounds Supervisor, HVAC Mechanic, Lifeguard is on a continuous recruitment, Locksmith, Painting Supervisors, Roofer, Transportation Director, and Water Coolant Heating Specialist those positions are open right now, and they will close on Sunday evening. As I said we are watching closely as the applications come in. The others look ok to close those and go forth with the screening and testing. Actually we have some to schedule the week of the 11th. I am writing the test right now. You should see those on the next month agenda. Would you like to discuss or wait to closed session to talk about interviews for director? To schedule interviews dates and times or in closed session?

Mr. Salazar Closed session.

Ms. Dixon That is fine.

Ms. Hoch That concludes my report do you have any questions or anything.

Mr. Salazar I wanted to also thank Valerie for doing the presentation last night. I know it was well received and we already heard feedback from various areas and people are just happy. Things are moving forward and so thanks for going out there last night and doing that for us. Again, I would like to thank staff for all their hard work. Staff is working together to process this stuff that we are working here at our level, so it's much appreciate it. And then everybody else involved as well. Dr. Wiseman said it well and I really like to echo on what he was talking about. There is a cooperative effort here and it has always been one that I would like to embrace, we appreciate the district, csea, the staff and I certainly appreciate my fellow commissioners. We are looking forward to continuing doing this kind of work.

Ms. Dixon I just would like to say thank you guys for getting the information of the presentation, I really do appreciate that. I was not and I will say that again, I was not there for myself. I was looking to let them know that we have been on stalemate for so long for a long period of time and Mike has been fighting the good fight by

himself. And I feel that is just my opinion and I want them to know that we are making progress and like you said a year from now I would like to see what is going to look like. I would like to go back a year from now and say look we filled so many positions even if we have a few empty ones at least we filled most of them. If we have any open it's because we are promoting employees which is still a positive thing. I do appreciate the union and the district and everybody working cooperatively. I appreciate that we are able to pick up the phone and say, "hey what about that"? Instead of pointing fingers and yelling that has been a verbal wrestling match. As I said last night I spoke from the heart. I can't remember exactly what I said, other than it all makes a difference what we do here in this community and what happens to the children in the long run. If you go around the district and you talk to classified staff, a lot of them grew up in San Bernardino and they work now for the district. Who's to say the kids now graduating in May will be working for our district. I appreciate all your hard work, I really do. I appreciate all the cooperation and I look forward to just continue for the next couple of years. Thank you very much that complete my comments. Meeting adjourned to closed session at 5:55 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:55 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 6:41 p.m. and announced the following action taken in closes session.

Ms. Dixon We are back to open session at 6:41 p.m. and we have nothing to report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:41 p.m.