

PERSONNEL COMMISSION

**Regular Meeting Minutes
Wednesday, March 21, 2018, 5:30 p.m.
HUSD District Office
Level B – Board Room
Hayward, California 94544**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact the Personnel Commission's Executive Assistant, Kristy Colyer, at **510-784-2697** for assistance. Notification of at least 48 hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Personnel Commission office located at **24411 Amador Street, Hayward, CA 94540-5000** during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.husd.us.

A. OPEN SESSION

1. Chair Peixoto called the Regular Meeting of the Personnel Commission to order at 5:30 p.m.
2. Roll Call
 - Ms. Andrea Peixoto, *Chair*
 - Ms. Diane Laine, *Vice-Chair*
 - Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of March 21, 2018

**Moved by: D. Laine Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

5. Recognition of Guest(s)

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Hodges wished everyone a good Spring Break.

Vice-Chair Laine reported that she will be attending the ribbon cutting for the Mt. Eden Football fields on Saturday, March 24 at 11:00 am.

Chair Peixoto reported that the Hayward Education Foundation is currently working on the Hayward Hero dinner that will take place on May 11, 2018.

C. COMMENTS FROM UNION LEADERSHIP

No comments.

D. COMMENTS FROM DISTRICT ADMINISTRATION

No comments.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that the upcoming months are busy ones for staff as we prepare for the classified reductions. Staff is tirelessly working on minimizing the impacts of the potential reductions.

Executive Director Yañez attended the CPS HR Consultant board meeting last week at Jack London Square. The Personnel Commission of Hayward Unified holds a seat on the Executive Board for the group. The Board also includes representatives from other public sector governmental agencies such as East Bay Mud, City of Anaheim, Sacramento County, Mecklenburg County (NC), Pinellas County (FL), and City of Plano (TX). One of the topics at the meeting was how agencies are handling an aging workforce and the difficulty of recruiting qualified people in specialized positions.

Executive Director Yañez also reported that the department is continuing to move forward with our labor partners. They have been working closely with AEOTE regarding a proposed job description that should be presented to the Commission soon.

F. ITEMS FROM THE PUBLIC

No comments.

G. CONSENT AGENDA

**Moved by: P. Hodges Seconded by: D. Laine
For: 3 Opposed: 0 Abstained/Absent: 0**

1. Adopt Minutes from the Regular Personnel Commission Meeting of February 20, 2018
2. Recruitment and Selection – Adopt the Recruitment Status Report
3. Adopt the following fields of recruitment in the examination process for the following classifications:

Open & Promotional

- **Detention Room Assistant**
- **Director II, Business Services**
- **Field Coordinator**
- **Paraeducator Special Education**
- **School Crossing Guard**
- **YEP Program Leader**

H. INFORMATION

1. 1st reading of the preliminary operating budget of the Personnel Commission for 2018-2019
2. Classified employee reception planning

The reception will be held prior to the Regular Meeting of May on May 16, 2018 at 3:30 pm. Vice-Chair Laine suggested an "Ice Cream Social". Executive Assistant Kristy Colyer will work with Food Services and bring more information to the Commission at the April meeting.

I. ACTION

1. 2nd reading and approval of proposed Personnel Commission Rule Change Rule 7.23

**Moved by: D. Laine Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

2. 2nd reading and approval of proposed changes to Trades Supervisor job description

**Moved by: P. Hodges Seconded by: D. Laine
For: 3 Opposed: 0 Abstained/Absent: 0**

3. Approval of proposed updated salary placement for Coordinator of Operations and Transportation on the ACSA salary schedule Range DD

**Moved by: D. Laine Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

4. Approval of proposed updated salary placement for Payroll Supervisor on the Supervisor salary schedule Range 23

**Moved by: P. Hodges Seconded by: D. Laine
For: 3 Opposed: 0 Abstained/Absent: 0**

5. Ratify the following Eligibility Lists for the classifications listed:

- **Campus Safety Officer**
- **College Career Center Technician**
- **Groundskeeper**
- **School Data Technician**
- **Skilled Trades Worker – Plumbing**

**Moved by: D. Laine Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

J. ITEMS TO BE INCLUDED IN AGENDA OF NEXT REGULAR MEETING

- **Layoff update**
- **Reception update**

K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

No comments.

L. ADJOURN TO CLOSED SESSION:

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)

M. RECONVENE IN OPEN SESSION

No decisions to report.

N. ADJOURNMENT @ 6:42 p.m.

**Next Regular Meeting of the Personnel Commission
Wednesday, April 25, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B**