

PERSONNEL COMMISSION

Regular Meeting Minutes Wednesday, April 25, 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 April 25, 2018

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

5. Recognition of Guest(s)
The Personnel Commission welcomed Assistant Superintendent of Human Resources Delia Ruiz; Deisy Bates, AEOTE President; April Ocenda, community member; Lisa Thierry, HR Analyst

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Hodges reported that she attended the ribbon cutting of the athletic field at Hayward High. Ms. Hodges also reported that the Hayward Education Foundation's Hero's dinner is being held on May 11 at CSUEB. Over half of the heroes are classified staff.

Vice-Chair Laine also attended the Hayward High ribbon cutting and is pleased that our students have such a gorgeous, safe facility. Ms. Laine is also happy that all three schools are getting new fields at the same time.

C. COMMENTS FROM UNION LEADERSHIP

Deisy Bates, AEOTE President invited the Personnel Commission to the AEOTE sponsored Relay for Life on Saturday, April 28 at King Middle School.

D. COMMENTS FROM DISTRICT ADMINISTRATION

No comments from District Administration.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that Hayward High was hosting a Special Olympics Track and Field event on Thursday, April 26, the Latino Recognition Night is being held on Tuesday, May 8 at Chabot College and the District's Retirement Reception has been scheduled for Tuesday, June 5th at the Hub.

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 March 21, 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

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**

H. INFORMATION

1. Classified employee reception planning

Executive Assistant Kristy Colyer provided a copy of the proposed invitation that will be sent out to classified staff. Ms. Colyer asked for feedback from the Commission. Vice-Chair Laine requested that the years read 2017-2018 instead of 17-18.

2. Layoff update

Staff is currently working on the impacts. Notices will be sent to the impacted employees shortly.

3. 1st reading of new job description for Family Engagement, Outreach and Equity Specialist

Ms. Bates shared that AEOTE and the District collaborated well on the job description.

I. ACTION

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

- **Detention Room Assistant**
- **Director II, Business Support Services**
- **Field Coordinator**
- **Paraeducator – Severely Handicapped**
- **Paraeducator – Special Education**
- **YEP Program Leader (2)**

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

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

- Public Hearing: 2018-2019 Personnel Commission Budget
- Personnel Commission 2018-2019 Calendar of Meetings

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 @ 6:32 p.m.

Next Regular Meeting of the Personnel Commission
Wednesday, May 16, 2018, 5:00 p.m.
HUSD District Office – Board Room, Level B