



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on October 21, 2024 at 4:30 p.m.

1. CALL TO ORDER

Chairperson José Luis Solache called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 4:41 p.m. on Wednesday, October 21, 2024. It was confirmed that the agenda was properly posted within legal requirements.

2. FLAG SALUTE

Vice-Chairperson Oscar Moreno led the Pledge of Allegiance.

3. SILENT REFLECTION

Member Maria Quiñonez led the silent reflection.

4. ROLL CALL OF COMMISSIONERS

Mr. José Luis Solache, Chairperson - *Present*
Mr. Oscar Moreno, Vice-Chairperson – *Present*
Ms. Maria Quiñonez, Member – *Present*

5. STAFF PRESENT

Jode Howard, Director of Classified Personnel - *Present*
Roselia Meza, Secretary - *Present*

6. APPROVAL OF AGENDA

It is moved that the Personnel Commission approve the following agenda:

REGULAR Personnel Commission Meeting Agenda: October 21, 2024

Action:	Motion	<u>O.M.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of the Personnel Commission agenda for October 21, 2024 was moved by Mr. Moreno; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard reported that staff will be bringing forward the Senior Personnel Specialist position as a bargaining unit position that will act as a lead of the Human Resources Department. The position's primary duties will be leave and absence management to resolve the need of the District to better monitor and address leaves and absence issues as identified by School Services of California. In addition, the position will provide back up support for Personnel Specialists. She also shared that 66 CSEA staff and 38 Campus Monitors participated in professional development on October 7, 2024 for a total of 140 participants. Also, she reported that Cabinet has requested that staff provide a cost estimate for the SEIU Salary Study prior to the Personnel Commission's approval.

8. **COMMENTS FROM COMMISSIONERS**

None

9. **REQUESTS TO SPEAK**

A maximum of three (3) minutes will be allotted to any speaker before the Commission, with a total of twenty minutes for each subject matter (Pursuant to Personnel Commission Rule 20.200.8). Presentations before the Commission will be limited to three (3) minutes per person for any one (1) item.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on or discussed by the Personnel Commission, but may be researched and responded to in any one of the following ways: (1) by telephone after research, (2) by mail after research or (3) at a later regular meeting of the Personnel Commission as an agenda item.

Speakers will follow procedures specified with the Personnel Commission agenda and on the Speaker Request Form. If you are interested in speaking, then please complete a Request to Speak Form and hand it to the Secretary. All forms must be turned into the Secretary prior to the start of the meeting.

A. Communications (Request to Speak Form Not Required)

Entity	Present	Representative
Board of Education	☐ Yes ☒ No	
District Administration	☒ Yes ☐ No	<i>Carlos Zaragoza, Assistant Superintendent of Human Resources</i>
CSEA Official Leadership	☒ Yes ☐ No	<i>Diana Hawkins, CSEA President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Mr. Zaragoza shared some position highlights for the duties and responsibilities for the Senior Personnel Specialist. In addition, thanked Commissioner Moreno for his service to the community.

Ms. Diana Hawkins, CSEA President, shared with the Commission that there was a Pin Ceremony where she celebrated 25 years of service. She also stated that Lynwood USD CSEA will be hosting the FPM Meeting for CSEA at the Boardroom. Lastly, she shared that CSEA will be having open elections for the Executive Board.

Mr. Solache congratulated all pin recipients for their years of service.

B. General Public (Request to Speak Form Required) - None

10. **DISCUSSION/ACTION**

A. Approval of Personnel Commission Meeting Minutes

It is moved that the Personnel Commission approve the following Meeting Minutes (Ref.10.A).

REGULAR Personnel Commission Meeting Minutes September 18, 2024

Action:	Motion	<u>M.O.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.A. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

B. Public Hearing for the Joint Appointee to the Personnel Commission

A public hearing to consider the Joint Appointee to the Personnel Commission will be held at the Lynwood Unified School District Boardroom 11321 Bullis Road, Lynwood, CA 90262 at 4:30 p.m. Members of the governing board, district administration, employee representatives, employees, and the public are invited to comment.

Name offered thus far for consideration: Erika Rojas Parada

Open Hearing at: 4:52 p.m.

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.B. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

Close Hearing at: 4:52 p.m.

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.B. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

C. Announcement of the intended Joint Appointee to the Personnel Commission

It is moved the Personnel Commission approve Erika Rojas Parada as the Joint Appointee to the Personnel Commission for the term from December 1, 2024 through November 30, 2027.

Action:	Motion	<u>J.L.S</u>	Second	<u>M.Q</u>
Vote:	Ayes	<u>2</u>	Noes	<u>0</u>

Approval of Item 10.C. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Solache and was carried unanimously with 3 to 0 votes.

Mr. Solache and the Commission congratulated Ms. Rojas Parada on her appointment to the Personnel Commission.

Ms. Rojas Parada thanked the Commission for the appointment.

Mr. Solache and Ms. Quiñonez acknowledged Mr. Moreno for the work he has done as well as the balance and stability he has provided while serving on the Commission.

D. Approval of establishing the Classification and Salary Range for Senior Personnel Specialist.

It is moved that the Personnel Commission approve establishing the classification and salary range of E142 (\$6,257.00 - \$7,622.00 Monthly) for Senior Personnel Specialist and approve the associated classification specification, in accordance with Education Code Section 45267 (Ref.10.B).

Action:	Motion	<u>O.M.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.D. of the PC Agenda was moved by Mr. Moreno; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

Ms. Quiñonez asked the Director restate what she shared in her report regarding the Senior Personnel Specialist position.

Ms. Howard stated that the position serves the Human Resources Department as a lead. The position

provides upward mobility within the department for staff to gain leadership experience. She shared that the position's primary responsibility will be to provide support for leaves and absence management. In addition, the position will be able to provide support to Personnel Specialists. She also shared that School Services of California made the recommendation to create the position to address issues with monitoring and tracking attendance and leaves, docking pay when leaves have ceased, and providing better communication regarding leave balances, types of leaves available, and ensure there will be a sound leaves management system.

Ms. Quiñonez asked about the reporting structure of the position.

Ms. Howard shared that the position will report to the Assistant Superintendent of Human Resources or a designee and will serve the Human Resources Department.

Ms. Quiñonez shared her concern regarding the position working for both the Personnel Commission and Human Resources. She would like to ensure that the Personnel Commission have fully funded Personnel Commission staff rather than split funding with Human Resources.

Ms Howard addressed Ms. Quiñonez's concerns by reiterating that the position will be funded by Human Resources as the duties and responsibilities fall under the purview of Human Resources.

Mr. Solache sought clarification regarding the funding of the position and that it would be funded solely by Human Resources.

Ms. Howard affirmed that the position would only be funded by Human Resources.

E. Approval of Conference fees for the Personnel Commissioners and Director of Classified Personnel.

It is moved that the Personnel Commission approve conference fees for PTC-SC Annual Conference in the amount of \$796.00 (Ref.10.C).

PTC-SC Annual Conference 3500 W. Ramona Blvd. Monterey Park, Ca 91754	November 7, 2024 \$199 x 4 = \$796	\$796.00
---	---	-----------------

Action:	Motion	<u>M.O.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.E. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes with the amendment of changing the approved fees to \$500.00 total.

F. Eligibility List

It is moved that the Personnel Commission approve and/or ratify the following eligibility list(s) and/or approve the extension of the following eligibility list(s).

Action:	Motion	<u>M.O.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of Item 10.F. of the PC Agenda was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes with the amendment of changing the approved fees to \$500.00 total.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group #2)	2425-08-001-800033	09/16/24	22
NUTRITION SERVICES WAREHOUSE SUPERVISOR (NEW)	2425-08-001-800166	10/03/24	14
NUTRITION SERVICES WORKER 1 – Continuous (Group #1)	2425-08-001-550800	09/23/24	21
SECURITY OFFICER – Continuous (Group #1)	2425-08-001-570200	09/27/24	5
SENIOR HEALTH SERVICES TECHNICIAN – Continuous (Group #1)	2425-08-001-800073	10/11/24	2

11. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-08-001-000000	BILINGUAL/BI-LITERATE STIPEND EXAM	ONLY PERMANENT OR PROBATIONARY CSEA LUSD EMPLOYEES	CSEA/CONF.	08/05/24 – CONTINUOUS
2425-08-001-800012	CAMPUS MONITOR	PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800151	COMMUNICATIONS INTERN	INTERN FULL/PART-TIME	NON-REP	08/05/24 – CONTINUOUS
2425-09-001-553000	HEALTH SERVICES TECHNICIAN	PART-TIME AND/OR SUBSTITUTE WORK	CSEA	09/23/24 – CONTINUOUS
2425-08-001-558000	INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-800033	INSTRUCTIONAL ASSISTANT SPECIAL NEEDS	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS
2425-08-001-550800	NUTRITION SERVICE WORKER I	FULL/PART-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-570200	SECURITY OFFICER	FULL-TIME AND/OR SUBSTITUTE WORK	SEIU	08/05/24 – CONTINUOUS
2425-08-001-800073	SENIOR HEALTH SERVICES TECHNICIAN	FULL-TIME AND/OR SUBSTITUTE WORK	CSEA	08/05/24 – CONTINUOUS

12. RECESS TO CLOSED SESSION

A. Pursuant to Government Code 54957. Public Employment.

- Title: Director of Classified Personnel

It is moved the Personnel Commission adjourn to closed session:

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

The Personnel Commission adjourned to recess at 5:08 p.m. then closed session at 5:15 p.m.

It is moved the Personnel Commission reconvene to open session:

Action:	Motion	<u>O.M.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

The Personnel Commission adjourned to open session at 5:52 p.m.

13. REPORT OUT OF CLOSED SESSION

Mr. Solache reported that the Commission has accepted the resignation of Ms. Howard effective January 3, 2025.

14. NEXT MEETING DATE

Date: November 18, 2024 (*Regular Meeting*) **Time:** 4:30 p.m. **Day:** Monday

15. FUTURE ITEMS FOR AGENDA

Mr. Solache requested SEIU salary study before the end of the year.

16. REQUESTS FOR UPDATES

None

17. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 5:54 p.m.

Action:	Motion	<u>O.M.</u>	Second	<u>M.Q.</u>
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>

Approval of meeting adjournment was moved by Mr. Moreno; seconded by Ms. Quiñonez and was carried unanimously with 3 to 0 votes.

Respectfully submitted,


Jode Howard, Director, Classified Personnel

Attested:


José Luis Solache, Chairperson