



PERSONNEL COMMISSION MINUTES for the REGULAR MEETING on November 15, 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 4:32 p.m. on Friday, November 15, 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: November 15, 2024

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

Approval of the Personnel Commission agenda for November 15, 2024 was moved by Ms. Quiñonez; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

7. DIRECTOR'S REPORT

Ms. Howard congratulated Mr. Solache for his win for the State Assembly. She provided updates on the Director, Classified Personnel and Senior Personnel Specialist recruitment. In addition, she shared that the SEIU Salary Study will be brought to the Commission in December. She shared highlights from the 23/24 Annual Report. Lastly, she shared that she has been conducting a study on the Library Media Assistants based on their concerns regarding the job duties.

8. COMMENTS FROM COMMISSIONERS

Ms. Quiñonez congratulated Mr. Solache on his win to the State Assembly. She acknowledged Ms. Meza's working out of class assignment and the ability for staff to have growth opportunities. She thanked Mr. Moreno for his service on the Commission.

Mr. Moreno congratulated Mr. Solache as well. He shared his appreciation on all that he has learned while serving on the Commission.

Mr. Solache congratulated Ms. Quiñonez on her re-election to City Clerk and her years of service supporting the city of Lynwood. He acknowledged the kind words from everyone and shared he has served Lynwood for 21 years and the Commission 10 years. He looks forward to selecting the next Director to support the work of the Commission. He shared his appreciation for Mr. Moreno's service on the Commission. Lastly, he congratulated the three members that were re-elected Board of Education.

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	
CSEA Official Leadership	☒ Yes ☐ No	<i>Diana Hawkins, CSEA President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Hawkins congratulated Mr. Solache and Ms. Quiñonez on their election wins. She also thanked Mr. Moreno for his service. She notified the Commission that the CSEA Christmas Party will be December 11th at 4:30 p.m. She wished everyone a safe and happy Thanksgiving.

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

B. Approval of 2023-2024 Personnel Commission Annual Report

It is moved that the Personnel Commission review and approve the 2023-2024 Personnel Commission Annual Report.

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

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

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
BILINGUAL/BILITERATE STIPEND – Continuous (Group #3)	2425-08-001-000000	11/06/24	3
CAMPUS MONITOR – Continuous (Group #3)	2425-08-001-800012	11/06/24	10
HEALTH SERVICES TECHNICIAN – Continuous (Group #2)	2425-09-001-553000	11/07/24	3
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – Continuous (Group #3)	2425-08-001-558000	11/18/24	15
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – Continuous (Group #3)	2425-08-001-800033	11/18/24	12

11. INFORMATION ONLY

A. Job Posting

The following recruitments are currently open:

Recruitment #	Examination Titles	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2425-11-001-800006	ATTENDANCE ASSISTANT	FULL/PART-TIME AND/OR SUBSTITUTE WORK	CSEA	11/04/24 – 11/15/24
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
2425-10-001-800018	DIRECTOR, CLASSIFIED PERSONNEL	FULL-TIME	NON-REP	10/22/24 – 11/12/2
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
2425-11-001-800026	SENIOR PERSONNEL SPECIALIST	FULL-TIME	CSEA	11/04/24 – 11/15/24

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 closed session at 4:52 p.m.

It is moved the Personnel Commission reconvene to open 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 open session at 5:06 p.m.

13. REPORT OUT OF CLOSED SESSION

Ms. Howard reported that in closed session the Personnel Commission voted unanimously (moved by Ms. Quiñonez and seconded by Mr. Moreno) in favor of hiring a hearing officer for the upcoming appeal hearing.

14. NEXT MEETING DATE

Date December 9, 2024 (*Regular Meeting*)

Time: 12:00 p.m. **Day:** Monday

15. FUTURE ITEMS FOR AGENDA

Mr. Solache requests that the SEIU Salary Study be brought to the Personnel Commission at the December Meeting.

16. REQUESTS FOR UPDATES/ANNOUNCEMENTS

Mr. Solache will be providing a formal notice for his transition out of the Commission.

17. ADJOURNMENT

It is moved that the Personnel Commission adjourn the meeting at 5:16 p.m.

Action:	Motion	<u>M.Q.</u>	Second	<u>O.M.</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,

Attested:

Jode Howard, *Director, Classified Personnel*

José Luis Solache, *Chairperson*