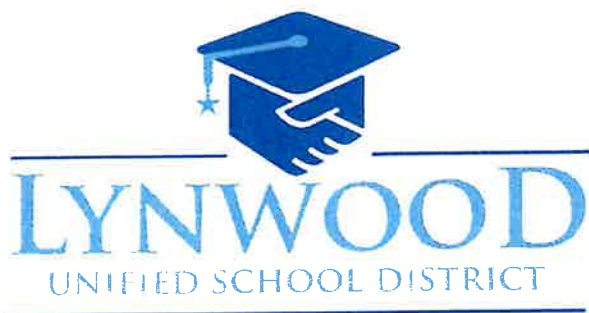




PERSONNEL COMMISSION
LYNWOOD UNIFIED SCHOOL DISTRICT
MINUTES for the REGULAR MEETING on
July 17, 2023 at 5:45 p.m.

COMMISSIONERS PRESENT:

Maria Quiñonez, Chairperson
José Luis Solache, Vice-Chairperson
Oscar Moreno, Member

1. CALL TO ORDER/FLAG SALUTE/SILENT REFLECTION/ROLL CALL OF COMMISSIONERS

Chairperson, Maria Quiñonez called to order the regularly scheduled meeting of the Personnel Commission of the Lynwood Unified School District at 5:47 p.m. on Monday, July 17, 2023. The meeting was held in person. Confirmation that the agenda was properly posted in conference with legal requirements:

☒ YES

☐ NO

2. FLAG SALUTE

Vice - Chairperson, José Luis Solache, led the Pledge of Allegiance.

3. SILENT REFLECTION

Member, Oscar Moreno, led the silent reflection. Mr. Moreno asked everyone to join him in reflecting why we are here and consider the work that we do for, Lynwood Unified School District.

4. ROLL CALL OF COMMISSIONERS

- ☒ Ms. Maria Quiñonez, Chairperson
- ☒ Mr. José Luis Solache, Vice-Chairperson
- ☒ Mr. Oscar Moreno, Member

5. STAFF PRESENT

- ☒ Jode Howard, Director of Classified Personnel
- ☐ Veronica De Santiago, Personnel Technician
- ☒ Roselia Meza, Secretary
- ☐ Regina Ramos, Personnel Specialist
- ☐ Elva Ruiz, Personnel Specialist
- ☐ Fanny Young, Personnel Specialist

6. APPROVAL OF AGENDA

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

REGULAR Personnel Commission Meeting Agenda: July 17, 2023 – (NO CLOSED SESSION)

Action:	Motion	<u>J.L.S</u>	Second	<u>O.M.</u>	Call for the Question	_____
Vote:	Ayes	<u>3</u>	Noes	<u>0</u>		

Approval of the Personnel Commission agenda for July 17, 2023 was moved by Mr. Solache; seconded by Mr. Moreno and was carried unanimously with 3 to 0 votes.

7. COMMENTS FROM COMMISSIONERS

Mr. Moreno hoped everyone had a great summer during this heatwave and keep cool.

Mr. Solache, Vice-Chairperson formally welcomed Ms. Jode Howard, Director of Classified Personnel.

Ms. Quiñonez echoed Mr. Solache's comment and welcomed our new Director of Classified Personnel, Jode Howard. She is looking forward to working with her. Ms. Quiñonez recommended Ms. Howard to have a meeting with both Union's once a month to tackle any issues before they become a problem.

8. 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, President</i>
SEIU Official Leadership	☐ Yes ☒ No	

Ms. Diana Hawkins, CSEA President, thanked the Personnel Commission for always inviting them and welcomed Ms. Jode Howard. Ms. Diana Hawkins also mentioned to the Personnel Commission that she already had a meeting with Ms. Howard.

General Public (Request to Speak Form Required):

Rodolfo N. Hernandez, Electrician topic to be address is "Like Pay for like Work". Mr. Hernandez stated this is his 3rd meeting with the Personnel Commission and spoke on the topic of salary for Electricians and mentioned the district has lost a lot of employees due to the pay they have been given. He would like an update on his previous submission to the Commission.

9. INFORMATION/DISCUSSION/APPROVAL/RATIFICATION

A. **Approval of Personnel Commission Meeting Minutes**

It is moved that the Personnel Commission approve the following Meeting Minutes (Ref.9.A).

REGULAR Personnel Commission Meeting Minutes June 21, 2023

Action: Motion O.M. Second J.L.S. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 9.A. of the PC Agenda was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously with 3 to 0 votes.

B. **Approval to Enter into an Agreement with Musick, Peeler & Garrett LLP, to Provide Legal Services Reasonably Required in Connection with Hearing Officer Services**

It is moved that the Personnel Commission enter into an agreement with Musick, Peeler & Garrett LLP, to provide legal services reasonably required in connection with hearing officer services fees to at the following basic hourly rates. (Ref.9.B)

- Partners \$300.00 to \$350.00
- Associates \$275.00 to \$295.00
- Paralegals \$135.00

Action: Motion J.L.S. Second O.M. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 9.B. of the PC Agenda was moved by Mr. Solache; seconded by Mr. Moreno and was carried unanimously.

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).

Recommended Action:

☒ Routine Approval/Ratification

Action: Motion O.M. Second J.L.S. Call for the Question _____
Vote: Ayes 3 Noes 0

Approval of Item 9.C. of the PC Agenda was moved by Mr. Moreno; seconded by Mr. Solache and was carried unanimously.

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
ACCOUNTING TECHNICIAN	2223-06-001-513000	06/30/23	12
BILINGUAL/BILITERATE STIPEND – <i>Continuous (Group 6)</i>	2223-08-001-000000	07/14/23	2
CAMPUS MONITOR	2223-08-001-800012	07/14/23	8
CHILD CARE ASSISTANT – <i>Continuous Substitute Only</i>	2223-08-001-555000	06/30/23	12
HEALTH SERVICES TECHNICIAN – <i>Continuous (Group 5)</i>	2223-08-001-553000	07/13/23	1

Class	Recruitment Log #:	Date Certified/Eligible	Total Eligible
INSTRUCTIONAL ASSISTANT – <i>Continuous (Group 9)</i>	2223-08-001-800134	07/10/23	5
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION – <i>Continuous (Group 7)</i>	2223-08-001-558000	07/10/23	6
INSTRUCTIONAL ASSISTANT SPECIAL NEEDS – <i>Continuous (Group 7)</i>	2223-08-001-800033	07/10/23	9
LICENSED CLINICAL SOCIAL WORKER – <i>Continuous (Group 7)</i>	2122-05-002-800118	07/10/23	3
LICENSED CLINICAL SOCIAL WORKER SUPERVISOR	2223-06-001-800162	07/10/23	1
SECURITY OFFICER – <i>Continuous (Group 3)</i>	2223-08-001-570200	07/13/23	2

10. Information Only:

A. Job Posting

The following recruitments are currently open:

Examination Titles	Recruitment #	Fields of Competition	Unit Affiliation	Open Date & Closing Date
2223-06-001-800036	BENEFITS AND PAYROLL MANAGER	FULL-TIME	NON-REP	06/30/23 – 07/21/23

11. NEXT MEETING DATE

Date: August 14, 2023 (Regular Meeting) **Time:** 5:45 p.m. **Day:** Monday

12. FUTURE ITEMS FOR AGENDA

Vice-Chairperson, Mr. Jose Luis Solache, requested to agendize any response to the public comment received today, either in closed session or in open session, if necessary.

13. REQUEST FOR UPDATES – None

14. ADJOURNMENT

Action: Motion J.L.S Second O.M. Call for the Question _____
Vote: Ayes 3 Noes 0

It is moved that the Personnel Commission adjourn the meeting at 5:58 p.m.

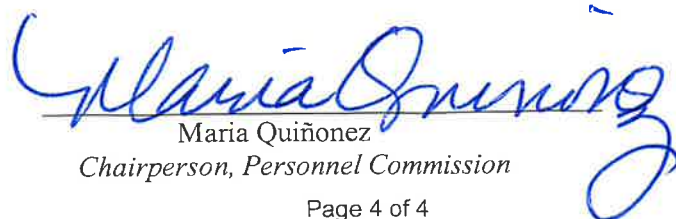
Respectfully submitted,

Attested:



Jode Howard
Director, Classified Personnel

Ref. 9.A



Maria Quiñonez
Chairperson, Personnel Commission