

# Personnel Commission Meeting Minutes

February 13, 2014 4:30PM

## **1. Call to Order**

The meeting was called to order at 4:33pm.

## **2. Roll Call & Establishment of Quorum**

Chairperson Aoyagi and Vice-Chairperson Carter were present and a quorum was established. Commissioner Lee was absent.

## **3. Public Comments (15 minute limit)**

Rodney Lewis, Vice-President BCCE, requested that item 7a be moved to after the approval and adoption of the agenda.

## **4. Approval & Adoption of Agenda**

Chairperson Carter requested to move Item 7 – Conference Items before Item 5 – Approval of Minutes.  
Approved, 2-0

## **5. Conference Items**

- a) Request to extend eligibility on Food Service Satellite Operator eligibility list  
Secretary Perez stated that the exam process for Food Service Satellite Operator has changed significantly since the previous list was established. The Commission agreed to extend the eligibility list for Food Service Satellite Operator until a new eligibility list is established utilizing the new exam process. Once the new eligibility list has been established, the prior list will be terminated per Merit Rule 50.100.3d.  
Approved, 2-0
  
- b) Request to approve IT (Bilingual Spanish) at LeConte Elementary  
Michelle Miguez, Interim After School Program Supervisor, presented information on the need for a Bilingual Spanish IT at LeConte Elementary school. In response to a question from Vice-Chairperson Aoyagi regarding the number of bilingual staff at LeConte, Ms. Miguez stated that there are currently no bilingual Instructional Technicians at LeConte.  
Approved, 2-0

## **6. Approval of Minutes**

a) Approve Meeting Minutes for the following dates:

- i. December 5, 2013
- ii. January 9, 2014

Vice-Chairperson Aoyagi commented that on the January 9, 2014 minutes the following should be changed: Page 8, Commissioners Reports; should reflect "Vice-Chairperson Aoyagi noted that a new state law requires public committees and commissions to record the votes of individual members."

Page 8, Next Meeting; add a comment that the meeting scheduled for January 16, 2014 was cancelled.

Approved, 2-0

**7. Consent Items**

Ratification of Eligibility Lists

- a) Food Service Assistant
- b) Instructional Assistant, Special Education Attendant
- c) Maintenance Technician
- d) Manager, General Services
- e) Program Coordinator

Approved, 2-0

**8. Information Items**

Examinations administered in the month of January, 2014

Classification-

Administrative Assistant

Custodian I

Instructional Assistant, Special Education, Attendant

Maintenance Technician

Manager, General Services

Program Coordinator

School Campus Monitor

Student Assignment Specialist

Vehicle and Equipment Mechanic

New Hires/New Assignments processed in the month of December, 2013

<u>Name-</u>		<u>Employment Type-</u>	<u>Classification-</u>
Richard Dawkins	New Hire	Sous Chef	Nutrition Services
Lisa Sibony	New Hire	Program Assistant	Berkeley High School
Shelly Doo	New Hire	IA Special Ed, Attendant	Martin Luther King Middle
Gazel Valdez	New Hire	IA Special Ed, Attendant	King CDC
Jesse Wolfsoun-Pou	New Hire	Instructional Technician	Berkeley Arts Magnet

**9. Reports**

- a) Union

No union report was presented.

- b) Commissioners Reports

Vice-Chairperson Aoyagi commented in regard to Mr. Keith Summers, Food Service Assistant, continued efforts in applying for the Food Service Satellite Operator position that perhaps an arbitrator can be used during the final interview process with the administrator to help alleviate some of the conflict that seems to be present.

Chairperson Carter commented that he attended the annual CSPCA conference in San Jose. He was able to interact with many other commissions and was pleased that he attended.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez stated that he waiting on only one classification from the consultant and would be done gathering the information the Commission requested.

II. Update on NEOGOV

Secretary Perez stated that NEOGOV implementation is still on-going.

**10. Public Comments (15 minute limit)**

No comments were made.

**11. Next Meeting**

A special meeting on March 4, 2014 at 4:30pm and the next regular meeting on March 6, 2013 at 4:30pm

**12. Adjournment**

Meeting adjourned at 5:30pm

Respectfully Submitted,

\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Timothy Carter  
Personnel Commission Chairperson

\_\_\_\_\_  
Date