

Personnel Commission Meeting Minutes

May 7, 2015- 4:30 pm

1. Call to Order

The meeting was called to order at 4:30pm

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Ortiz and Commissioner Carter were present and a quorum was established.

3. Public Comments

Becca Todd, District Library Coordinator, requested to comment on agenda item 10a, during public comments. Ms. Todd asked to use the existing, recently established Library Media Technician Elementary eligibility list, to also fill any Library Technician, Middle position because the skill set is very similar for the two positions. Ms. Todd commented that she does not anticipate having to use the list but, in the event that it would be necessary, it would only be used this upcoming year.

Paula Phillips, BCCE President, asked that, because Latanja Chambers, former Administrative Assistant in the Human Resources Department, was a Commission employee, an external hearing take place with an independent arbitrator and that the decision by the independent arbitrator be final and binding, in order for Ms. Chambers to have due process.

4. Closed Session

Two items discussed.

5. Report from Closed Session

Chairperson Aoyagi reported that the commissioners decided what form will be used for the Classified Personnel Director's evaluation, and who will be interviewed for the evaluation.

Chairperson Aoyagi commented that in regards to the appeal hearings, a hearing officer will be used for each appeal, and the decision from the hearing officer for Latanja Chambers' appeal will be binding.

6. Approval & Adoption of Agenda

Approved, 3-0

7. Meeting Minutes

Approval of meeting minutes

a) March 5, 2015 p. 3-4

Approved 3-0

b) March 12, 2015 p. 5

Approved 3-0

c) March 13, 2015 p. 6-7

Approved 3-0

d) April 9, 2015 p. 8-9

Ronesha Norwood-Coleman, BCCE Organizer, stated that item 8, was incorrect because Secretary Perez had stated that he had sent it already, instead of saying that he was going to forward it to the commissioners. Chairperson Aoyagi stated that Secretary Perez will forward to the commissioners.

Approved as amended, 3-0

8. Consent Items

Ratification of Eligibility Lists

- a) Custodian I p. 10
- b) Custodian II p. 11
- c) School Service Assistant p. 12
- d) Executive Assistant to the Superintendent p. 13
- e) School Bus Driver p. 14
- f) Food Service Satellite Operator p. 15
- g) Program Coordinator p. 16
- h) Library Media Tech, Elementary p. 17
- i) Transportation Manager p. 18

Approved, 3-0

9. Reports

- a) Union

President Phillips, BCCE stated that the merit rule 60.100.2(F) says that the appointing power should inform employee of retention or dismissal at least two weeks prior to the completion of their probationary period. Secretary Perez stated that the District is the "appointing power." President Phillips, BCCE, reiterated the need to give such notice, since the District has not done this.

President Phillips, BCCE, stated that Secretary Perez has been carrying out duties for the District as a Skelly hearing officer, and that it does not fall in his job description.

President Phillips, BCCE, also stated that the Union has begun bargaining with the district over the Compensation study and questioned certain job duties, for example, custodians doing carpentry duties, and no typing requirements set for clerical duties.

- b) Commissioners Reports

None

- c) Personnel Director

I. New Hires and Examinations administered in the month of April.

10. Conference Items

- a) Agenda Item Request: Ms. Becca Todd- Attachment A

President Phillips stated that she would like to caution the Commission about using the Library Media Technician, Elementary eligibility list because the two positions have job duties that can vary drastically. Chairperson Aoyagi stated that it is a temporary measure only.

Motion to grant agenda request, approved 2-1

- b) Personnel Commission Budget for 2015-2016

Chairperson Aoyagi commented that a special hearing will be scheduled to discuss the budget. President Phillips requested to view the budget with year to date expenditures. Secretary Perez said he will forward the Personnel Commission budget to the commissioners for the special meeting. Secretary Perez commented that the only change in the budget that he will request is an increase of \$2,500 for pre-employment examinations.

11. Public Comments (15 minute limit)

None.

12. Next Meeting

Chairperson Aoyagi requested to set the date for the Special Meeting for May 22nd, 2015 at 4pm, for the budget hearing and for three appeal hearings related to applications.

13. Adjournment

Meeting adjourned at 6:22pm.

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date