

Personnel Commission Meeting Minutes

March 5, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:32 p.m.

2. Roll Call & Establishment of Quorum

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

3. Public Comments (15 minute limit)

Steve Collins, on behalf of Local 21, requested that the appeal concerning the testing and hiring for the Personnel Coordinator position be resolved promptly.

4. Approval & Adoption of Agenda

Chairperson Aoyagi requested to move appeal hearing to after 6E.

Approved, 2-0

5. Approval of Meeting Minutes

a) Meeting Minutes for February 5, 2015

Approved, 2-0

b) Special Meeting Minutes for February 5, 2015

Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

a) Custodian I p. 11

b) Instructional Assistant, Special Education - Attendant p. 12

c) Purchasing Agent p. 13

d) Workers Compensation Specialist p. 14

e) Food Service Assistant p. 15

Approved, 2-0

Carol Niehus, School Secretary, commented that she was not notified after she applied for School Secretary I transfer and did not see the posting for that position.

Lolita Coleman, Admin Assist for Risk Management, commented that she would like to appeal the Workers Compensation Specialist eligibility list.

Chairperson Aoyagi motioned to put appeal hearing after item 6E.

Chairperson Aoyagi, moved to wait to discuss the appeal for the Personnel Coordinator exam until the arrival at the meeting of President Phillips and the start date for the position be set on the date the candidate was offered the position: Feb 2, 2015.

Approved, 2-0.

Ratification of consent item 6F.

Approved, 2-0.

7. Attachment A. Agenda Request

Lolita Coleman, Administrative Assistant, commented that she never received a response in regards to the application for the Personnel Coordinator position and for the Risk Management, Worker's Comp and Benefits Supervisor

position. Ms. Coleman added that Secretary Perez said she was being denied the opportunity to test, due to her poor evaluation. Secretary Perez responded that, in regards to the Risk Management Workman's Comp Supervisor position, Ms. Coleman missed the deadline to appeal when she was notified that she will be refused examination pursuant to Merit Rule 40.100.3, and in regards to the Personnel Coordinator position, she was also screened out for the same reason; however, she did request an appeal for this position in time and so a future appeal hearing will be scheduled.

Latanja Chambers, Administrative Assistant, commented that there is no basis for her being eliminated from the testing process for the Personnel Coordinator position and that there are too many inconsistencies. Secretary Perez, stated that she submitted a request to appeal her application rejection on time but that she was also undergoing a discipline issue, and that was why she was screened out.

Chairperson Aoyagi requested that some time be given to read the appeals prior to establishing a date for the hearings.

8. Reports

a) Union

No union representatives present.

b) Commissioners Reports

None.

c) Personnel Director

I. Annual Report, Personnel Commission Fiscal Report, 2013-14 FY.

Secretary Perez commented that going forward, the Annual report will show a three year analysis of listed activities.

II. New Hires and Examinations administered in the month of February.

9. Public Comments (15 minute limit)

Regina Lawson, commented that she has been a substitute in BUSD for three years, was placed on eligibility lists, but is not informed of interview results or is able to be placed in a permanent position. Ms. Lawson requested uniformity in position selection. Secretary Perez commented that although a candidate may be in the top three ranks of the eligibility list, the administrator has the right to choose what candidate to hire.

Chairperson Aoyagi commented that dates will be set for the three appeals.

10. Next Meeting

April 9, 2015 at 4:30pm.

11. Adjournment

Meeting adjourned at 5:56pm.

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission



Date

Approved,

Ann Aoyagi

Chairperson, Personnel Commission

Date