

# Special Meeting Minutes

July 21, 2015 - 4:30 pm

**1. Call to Order**

The meeting was called to order at 4:34pm

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

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

**3. Public Comments**

Paula Phillips, President of BCCE, commented that in regards to conference item 5, no eligibility list had yet been established for the Budget Analyst position. Secretary Perez responded that a list was established and would be presented at the next regular Personnel Commission meeting. Secretary Perez added that the Personnel Commission had previously given him authority to certify eligibility lists for hire with future ratification by the Commission. President Phillips commented that the district has hired from a Budget Analyst list last year and that there is no justification to hire the candidate in the present list at a higher step.

**4. Approval & Adoption of Agenda**

Approved, 3-0

**5. Conference Item**

a. Secretary Perez commented that only one person was placed on the Budget Analyst eligibility list, and that it was difficult to recruit for the position in part because of the low salary. He added that the person who passed both examination parts has an advanced degree in accounting and has lots of relevant work experience. President Phillips commented that it should be noted that the person on the eligibility list is presently in the limited term assignment which gives her an advantage over other applicants who failed to pass the exams. Pauline Follansbee, Director of Business Services, responded that she passed the exams because of her background and her skills.

A motion was made to approve the candidate for Budget Analyst at the proposed advanced salary step.

Approved, 3-0

**6. Discussion Item**

a. The Personnel Commission went into a working session to revise the Personnel Commission Merit Rules and Regulations. The first two chapters of the Merit Rules were reviewed by the Commissioners. The next meeting to resume this work will be held on August 26, 2015.

**7. Public Comments**

No public comments were made.

**8. Adjournment**

Meeting adjourned at 7:00pm

Respectfully Submitted,

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

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date