

**Berkeley Unified School District**  
**Personnel Commission Meeting Minutes**

October 13, 2016 – 5:00 pm

**1. Call to Order**

The meeting was called to order at 5:06pm

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

Chairperson Ortiz, Vice Chair-Person Carter, and Commissioner Goldstein were present and a quorum was established.

**3. Public Comments**

None

**4. Approval & Adoption of Agenda**

Commissioner Carter made a motion to approve,  
Approved, 3-0

**5. Approval of Meeting Minutes**

Approve the Personnel Commission Meeting Minutes for the following:

- a) August 4, 2016 p. 3-5 (as amended from September 1<sup>st</sup> meeting).  
Approved 3-0
- b) September 1, 2016  
Approved 3-0

**6. Consent Items**

Ratification of Eligibility Lists

Paula Phillips, BCCE President requested to pull items A,B, and E for discussion.

- a) Student Systems Analyst  
President Phillips commented that this exam took unusually long to develop while the employees were already sitting in the positions provisionally. She commented that the employees are being harmed by losing out on their seniority dates because of this. President Phillips commented that the Personnel Commission relies too much on Subject Matter Experts to develop exams.
- b) Health and Wellness Program Coordinator  
President Phillips commented that there is no clarity as to whether employees in the Instructional Technician and Instructional Specialist classifications would report to the Health and Wellness Program Coordinator.
- c) School Bus Driver
- d) School Safety Officer
- e) Human Resources Technician (brought back from September 1<sup>st</sup> meeting)  
President Phillips commented that a previous eligibility list showed a different date to expire for Michelle Payton, Clerical Assistant III who was on the list. She also commented that favoritism was shown toward the provisional employee who was hired for this position, and that Ms. Payton was not given an opportunity to interview a second time.

Vice-Chairperson Carter made a motion to approve items C and D,  
Approved 3-0

Vice-Chairperson Carter made a motion to approve items A and B,  
Approved, 3-0  
Item E to be brought to the next meeting

## **7. Discussion Items**

### **a) Agenda Item Request: Lolita Coleman**

Lolita Coleman, former Administrative Assistant, commented that she has the same bumping rights as a laid off employee, and that she was released to return to work without restrictions in July. She commented that she became aware that there were provisional assignments made in the Risk Management and Benefits department but that she was never notified of those. Vice-Chairperson Carter commented that he recalled from the last meeting that she was placed on the 39 month re-hire list due to exhaustion of leave so she did not have bumping rights. President Phillips commented that Ms. Coleman has bumping rights and that the Personnel Commission staff is willfully violating the merit rules. Tracie De Angelis, Human Resources Analyst-Confidential, commented that Ms. Coleman should have been given the opportunity to be placed in a provisional assignment. Vice-Chairperson Carter suggested that Chairperson Ortiz meet with Human Resources staff to obtain more information about the composition of the eligibility lists after 7/31 and the requirement for notice to Ms. Ary (Coleman) of open positions after that time.

## **8. Conference Items**

### **a) Review resume and meet with candidate for Interim Director of Classified Personnel.**

Peter Rogosin, spoke to Commissioners about his related work experience and skills. The Personnel Commissioners agreed to call Mr.Rogosin's references and discuss their findings in a special meeting of the Personnel Commission prior to the next regularly scheduled meeting .

### **b) Planned discussion and approval of the recruitment plan for the Director of Classified Personnel was postponed for a future meeting.**

## **9. Reports**

### **a) Union**

President Phillips commented that she has been approached by several members regarding the application process for senior level positions, and that the Personnel Commission staff was negligent in notifying employees of their application status. She also commented that the Union has recently made a request for information to Human Resources to get details regarding the duration of certain vacancies and the circumstances for the duration of the vacancy. She also commented that Ms. Ferguson had not yet been made a formal offer of re-employment.

### **b) Commissioners Reports**

Commissioners agreed to draft reference check questions for the Interim Classified Director and to have the Supervisor of Classified Personnel compile the material into a single guide.

### **c) Classified Personnel Supervisor**

#### **i. New Hires and Examinations administered in the month of August p. 14**

**10. Public Comments**

Mansour Id-Deen, NAACP Berkeley chapter President, commented that employees on the 39 month re-hire list are not being contacted. He stated that several individuals were informed that when applying for unemployment, someone from Human Resources told EDD that these employees quit their jobs, which delayed them receiving their funds and asked why this was done and who authorized the response to EDD.

**11. Next Meeting**

The next special meeting was scheduled for 10/19/16. The next regular meeting will be held on 11/3/16.

**12. Adjournment**

Meeting adjourned at 7:44

Respectfully Submitted,

\_\_\_\_\_  
Erin Arinez  
Classified Personnel Supervisor, Personnel Commission

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Reynaldo Ortiz  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date