

Personnel Commission Meeting Minutes

November 2, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

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

3. Public Comments

Chairperson Carter said that Public Comments would be moved to Item 5.b.

4. Approval & Adoption of Agenda

Approved as amended.

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

a) October 5, 2017, Regular Meeting Minutes

Commissioner Ortiz made a motion to approve the meeting minutes; Vice-Chairperson Goldstein seconded the motion,
Approved, 3-0

b) Public Comments

Joseph Greco, Instructional Tech- Before and After School, requested to speak to the Commissioners in closed session. Chairperson Carter granted the request and added this item to Closed Session.

6. Consent Items

Ratification of Eligibility Lists

- a) Delivery Driver
- b) Evaluation and Assessment Analyst
- c) Grounds Gardener
- d) Human Resources Technician
- e) Instructional Assistant
- f) Instructional Assistant, ECE
- g) Instructional Specialist, Dance
- h) Maintenance Engineer
- i) Nutrition Services Assistant
- j) Visual and Performing Arts Technician

Chairperson Carter made a motion to approve lists a-j,
Approved, 3-0

7. Conference Items

a) Establishment of New Class of Lead Accounts Payable Technician

Secretary Duwel commented that this proposed draft classification has gone to the commission several times and she's bringing it back to provide more information regarding the salary schedule as requested. She said that, based on her findings, it is correctly placed at range 47. Pauline Follansbee, Interim Assistant Superintendent, said that this position is needed to help ensure accuracy within the accounts payable department and that the proposed salary is all that was budgeted for. Vice-Chairperson Goldstein said that she still has hesitations about the pay. Paula Phillips, BCCE President, asked what classification is currently auditing the work of the Accounting Technicians, Ms. Follansbee responded that it was the Budget Analyst I. She said that the Lead Accounting Technician would not be expected to assume all of all of the duties of the Budget Analyst I. President Phillips asked what the next steps are because bargaining has not been completed for this position. Secretary Duwel said that if the classification is approved, salary placement can be further negotiated with the District and Union.

Commissioner Ortiz made a motion to approve the Lead Accounts Payable Technician classification,
Approved, 3-0

b) Establishment of New Class of Restorative Justice Coordinator

Secretary Duwel handed out an updated copy of the data report included in this item. She said that she surveyed more Districts with similar positions for more salary information. She said that the proposed salary is correctly placed on the salary schedule. President Philips asked how much the hired Contractor who's doing this work at Berkeley High is getting paid. Brent Daniels, Human Resources Director, said that he could provide that information later. Vice-Chairperson Goldstein said that the knowledge and education requirement lack criteria that address experience with trauma-informed systems, and is concerned that there is an inadequate understanding of what is required for this position. Vice-Chairperson Goldstein requested to change the wording in the Education and Experience to read: Two years' experience conducting youth-oriented individual and group restorative justice interventions. Demonstrated experience working with trauma-informed systems. Completion of a formal training/education program in restorative justice including mediation and conflict resolution is required. Secretary Duwel said she would email the revised minimum qualifications to Vice-Chairperson Goldstein before publishing the class.

Commissioner Ortiz made a motion to approve the class as amended; Vice-Chairperson Goldstein seconded the motion,

Approved, 3-0

c) 2016-2017 Personnel Commission Annual Report

Vice-Chairperson Goldstein pointed out a typo in Commissioner Ortiz's bio. Secretary Duwel said the report would be brought to the Dec for 2nd meeting for final approval and then will be sent to the Board.

Chairperson Carter made a motion to bring the Annual Report for approval to the next meeting,

Approved, 3-0

8. Closed Session (2 matters)

Employee Discipline and Legal Matters – Government Code § 54954.5

The Personnel Commission met in closed session to discuss a matter related to the termination and subsequent appeal hearings of two classified employees. By determination in Open Session, a BUSD employee discussed an employment performance matter.

9. Report from Closed Session

The Personnel Commission came back from closed session at 5:50 pm. Chairperson Carter reported that the Commission has developed a list of hearing officers to be contacted to conduct hearings the pending appeals. Further, the Commission listened to an employee concern and provided guidance should the employee wish the Commission to formally consider the matter.

10. Reports

a) Union

President Phillips requested the names of the hearing officers the Commission is considering engaging for upcoming hearings. She advised that there are proposed staffing cuts by the District in pre-k programs and commented that discussions regarding combination of Berkeley Independent Study and B-Tech program staff would not benefit staff or the populations the serve. She reported that the Union has been working with well with Human Resources regarding issues involving the WRIT Agreement. She added that there has been a recent spike in payroll errors and that there is no consistency as to where the errors are coming from.

b) District Reports

Evelyn Bradley, Assistant Superintendent of Human Resources, commented that the District had been granted \$48,000 in CTC funding some of which will be allocated to support classified staff attainment of certificated status. She also reported that the Classified New-Hire orientation session would be conducted on November 15th.

c) Commissioners Reports

Commissioner Ortiz commented that he is in the process of completing assigned training online. Vice-Chairperson Goldstein thanked HR Director Daniels for organizing an improved Professional Development day. She commented that she believes the District has a long way to go in implementation of trauma-informed assistance, citing the need for more nuanced coaching for mandatory reporter employees in techniques to facilitate conversations with students about sensitive issues.

d) Personnel Director

i. New Hires and Examinations administered in the month of October.

Secretary Duwel reviewed recruitment activity for October 2018 and commented that there are currently 54 classified staff with approved leaves for worker's comp, medical, and maternity leave. She reported that the CSPCA conference would take place February 1-4, 2018.

11. Public Comments

None.

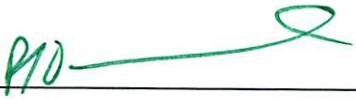
12. Next Meeting

The next regular meeting to be held on December 7th.

13. Adjournment

The meeting was adjourned at 6:05 pm.


Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

12/4/2017
Date

Approved,



Timothy Carter
Chairperson, Personnel Commission

Date