

Berkeley Unified School District
Personnel Commission Meeting Minutes

March 7th, 2019 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice-Chairperson Carter, and Commissioner Goldstein were present, and a quorum was established with Ms. Arinez serving as Secretary in Director Duwel's absence.

3. Public Comments

None

4. Approval & Adoption of Agenda

Erin Arinez, Classified Personnel Supervisor, noted that the employee who submitted the agenda item request for Discussion Item 9a. requested, after the agenda had been published, that it be moved to the April Commission meeting instead.

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

Approved, 3-0

5. Approval of Meeting Minutes

a) February 7th, 2019, Regular Meeting Minutes

Commissioner Goldstein made a motion to approve the meeting minutes; Vice-Chairperson Carter seconded the motion,

Approved, 3-0

6. Consent Items

Ratification of Eligibility Lists

a) Behavioral Intervention Specialist

Commissioner Goldstein expressed concern about the low number of candidates on the eligibility list and asked about recruitment options. Chairperson Ortiz suggested hiring a recruitment firm.

b) Custodian I

c) Employee Benefits Specialist

Commissioner Goldstein said that she was under the impression that this recruitment is to establish an eligibility list of candidates to help during the busy open enrollment period. Ms. Arinez confirmed that the recruitment was posted to establish an eligibility list for extra support assignments.

d) Executive Chef

e) School Administrative Assistant II

Vice-Chairperson Carter made a motion to approve the eligibility lists; Commissioner Goldstein seconded the motion,
Approved, 3-0

7. Reports

a) Union Reports

None

b) District Reports

None

c) Commissioners Reports

Commissioner Goldstein thanked Personnel Commission staff for their work during the Classified Director's intermittent leave. She also expressed continued support to Judy Appel, BUSD Board President, in her recovery.

Commissioner Goldstein advised that she met with a member of the Superintendent search team hired to run the recruitment, as did Chairperson Ortiz, in a separate meeting. Denise Diggs, Administrative Assistant II said that a survey related to the Superintendent search was distributed to employees via email, and expressed concerned that not all employees have access to email or computers during work hours.

Commissioner Goldstein noted highlights from the February CSPCA conference included the topics of employer recruiting and branding and the Commissioners' Roundtable which discussed a range of Personnel Commission and District working relationships.

d) Personnel Director

i. New Hires and Examinations administered in the month of February 2019

Ms. Arinez reported on examinations for the month of February. She mentioned the benefit of learning about other District's operational activities at the CSPCA conference. Ms. Arinez reported that the Neogov paperless routing project for HR onboarding would commence its pilot run for the substitute population. She advised the Commission of the upcoming Classified Recognition Event on May 9th, 2019 and the Retirement Reception on May 23rd, 2019. Ms. Diggs asked about the possibility of having the Personnel Commission offer assistance to individuals applying and testing with the District. Ms. Arinez said that some materials for this purpose are located in the 2nd floor lobby area. Commissioner Goldstein and Chairperson Ortiz proposed adding this and a more general item on employee communications to a future agenda to discuss the topic further.

8. Conference Items

a) Agenda Item Request – E. Waller

Ms. Arinez advised that Ellaray Waller, Employee Benefits Specialist, met with Personnel Director Duwel about this item. Ms. Waller said that Director Duwel discussed certifying her for other classifications. Commissioner Goldstein stated that she was aware that the accommodation discussion with the District had concluded, and that the Personnel Commission has no authority over the District if they elected to deny a request for accommodation. She suggested that the District could request that the Personnel Commission certify Ms. Waller for other positions, but that, to date, no requests for this had been made by the District. Vice-Chairperson Carter said that Ms. Waller had to make a specific request.

Ms. Waller said she met with Human Resources Director, Brent Daniels, and requested a medical transfer or certification into a different position, but that he declined her request. Commissioner Goldstein stated that it was her understanding that the Commission does not participate in the accommodations process and that the employer, the District, makes the determination to accommodate.

Ms. Waller said she wanted to know about the District's complaint process, in particular when the Director of HR is involved in her complaint because she said that he is the one that conducts the investigations. Ms. Waller stated that the Personnel Commission should have a more significant role in assisting in the retention of employees. Chairperson Ortiz noted that the Personnel Commission plays a role in certain aspects of employment within the District; however, accommodations are not an area where the Personnel Commission has authority.

9. Discussion Items

a) Status Update – M. Ferguson

Moved to April meeting.

10. Closed Session (1 matter)

a) Employee Discipline and Legal Matters - Government Code § 54954. (2015-D-XX)

The Commission went into closed session at 5:17 pm.

11. Report from Closed Session

The Commission came out of closed session at 5:44 pm. Chairperson Ortiz reported that staff briefed the Commission and no action had been taken.

12. Public Comments (presented before Closed Session)

Vice-Chairperson Carter clarified that Personnel Commission staff may participate in the interactive process and provide recommendations to the District.

13. Next Meeting

The next regular meeting will be held on April 11th at 4:30 pm.

14. Adjournment

The meeting was adjourned at 5:45 pm.

Respectfully Submitted,



Patricia Duwel
Secretary, Personnel Commission

Date

Approved,



Dr. Reynaldo Ortiz
Chairperson, Personnel Commission

Date