



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Thursday, May 14, 2020 4:30 p.m.

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020, and Executive Order N-29-20 issued by the Governor on March 17, 2020. All commission members will attend the meeting by phone. Members of the public may participate via teleconference. The call-in instructions for the public to attend the meeting are as follows:

Join Zoom Meeting

<https://us04web.zoom.us/j/75598586898?pwd=Ny80SHNnMmtKWFhmQ2dhalVBd3phZz09>

Meeting ID: 755 9858 6898

Password: 5xSQ8p

Telephonic Password: 780990

Dial in

+1 669 900 6833 US (San Jose)

At the start of the meeting, the Commission Chair will ask if any attending members of the public wish to participate in the public comment section. The

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Chair will establish the order for public comments and enforce applicable time limits. The Chair will also explain how the technology will be used to enable each public comment participant to be heard by the Commission and other meeting attendees during his/her public comments.

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

OPENING PROCEDURE

1. **The meeting of May 14, 2020 was called to order at 4:30 p.m. by Commission Chair Babbitt.**
2. **The Pledge of Allegiance was led by Commissioner Ridenour**
3. **Roll Call/Establishment of a Quorum**

Steve Babbitt, Chair	X	present	<input type="checkbox"/>	absent
Patricia Ridenour, Vice Chair	X	present	<input type="checkbox"/>	absent
Jeremy Martinson	X	present	<input type="checkbox"/>	absent

ACTION SESSION

4. **Approve the Agenda of the May 14, 2020 Regular Meeting**
Motion by Martinson, second by Babbitt. Ridenour opposed. Motion passed
5. **Approve the Minutes of the April 16, 2020 Regular Meeting as Amended**
Motion by Martinson, second by Ridenour. Motion passed unanimously

INFORMATION SESSION

6. **Please note that due to the remote nature of this meeting, any communications can be requested after the conclusion of the meeting by emailing Andrea Rivera at andrea.rivera@lmsvschools.org**
7. **Items from the Floor**
Philip Gordillo, President, CSPCA advised this meeting should be announced as a public hearing as it pertains to the action item #14, approval of the 2020-2021 Personnel Commission Budget. T.R. Lin, former Director, Classified Personnel, LMSVSD (retired) also advised this meeting should be announced as a public hearing.
8. **Information Items**
 - District Update –
 - Assistant Superintendent, Human Resources, Tina Sardina, expressed her appreciation to all Classified Personnel and she is also looking forward to seeing everyone soon.
 - Assistant Superintendent, Business Services, Jennifer Nerat
No Comment

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- CSEA Update –
 - Chapter 419 President, Ahmad Swinton announced the COVID-19 MOU was recently ratified. This MOU is in collaboration with district and is to protect and honor their members. He is also looking forward to seeing everyone soon.

 - Personnel Update –
 - Interim Director, Classified Personnel, Andrea Rivera, advised the Personnel Commission staff is continuing to notice all those that were recently impacted by the layoffs that are effective for the 2020-2021 school year. In addition, she advised PC staff continues to analyze their testing process to acclimate to social distancing guidelines put into effect by the COVID-19 pandemic. Rivera expressed her gratitude toward Ali Junker, Human Resources Analyst and Tina Cano, Human Resources Specialist for their creative thinking to keep the exam process moving forward as needed.

 - Personnel Commissioner Update –
 - Ridenour expressed her appreciation to the Classified Employees that are still reporting for duty even though the schools are currently closed.
- 9. Job Family Studies Update – Ali Junker, HR Analyst,** advised she is still working on collecting benchmark data and is in the process of getting feedback from the employees regarding their job duties. She is also working with the district to find ways to get feedback from managers without overloading them.
- 10. Recruitment Update – Tina Cano, HR Specialist,** advised she is still actively recruiting for various vacancies such as; Paraprofessional-Special Education, Paraprofessional-Preschool, ESS Program Aide, Licensed Vocational Nurse and School Office Assistant-Bilingual. She also mentioned there are several recruitments waiting for examination and staff is working on creative ways to hold examinations in order to move forward with building eligibility lists.
- 11. PC Rules and Regulations Incorporation of Approved Changes**
Rivera advised in 2016 and 2017, the Commission took action to approve a few minor amendments to the PC Rules and Regulations. These amendments were not incorporated into the current working copy of Rules and Regulation posted on the district website. She briefly described these amendments and stated the updated PC Rules & Regulations will be posted to the Personnel Commission website soon.
- 12. Presentation of Findings from Blended Model PC/HR Department Research**
Commissioner Martinson and Rivera presented their findings from their research on a blended model PC/HR Department. They outlined the pros and cons of switching to this type of model. Martinson advised there is not enough time to pursue the blended model because of more pressing matters but it warranted being revisited in the future. Ridenour advised that she would like the Director salary to be paid completely from PC budget.
- 13. Recruitment Plan for Director, Classified Personnel**
Commissioner Babbitt shared a slide show detailing the process and recruitment timeline for Director, Classified Personnel. Ridenour advised she would like the technical panel to focus on the skills, knowledge, and abilities directing the merit system activities in La Mesa-Spring Valley Schools.

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ACTION SESSION

14. Approve the Budget for Personnel Commission for 2020-2021

Rivera outlined the 2020-2021 Personnel Commission Budget. Commissioner Martinson inquired as to whether a change can be made to the budget if the Director, Classified Personnel salary should need to be increased. Rivera advised the letter and verbiage in the letter submitted to the SDCOE along with the budget allows the Commission the flexibility to make changes if necessary. Ridenour questioned whether the funds to hire legal counsel in the event of disciplinary hearings were necessary and if included in this budget. Rivera advised legal counsel has not been budgeted for in the last three years, therefore it was not included this year. She assured the commission that in the event the Commission would need to retain legal counsel in the 2020-2021 fiscal year, the Commission would work with the District for these funds. Babbitt advised that when preparing the budget for 2021-2022, the commission should consult with CSPCA. There were no public comments.

Motion by Babbitt, second by Martinson. Motion passed unanimously

15. Approve the Following Eligibility List

- Campus Attendant

Motion by Ridenour, second by Martinson. Motion passed unanimously

16. Approve to Extend the Following Eligibility List

- Custodian

Motion by Ridenour, second by Martinson. Motion passed unanimously

CLOSED SESSION

17. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54957(b)

- Employment Action Related to Selection of Director, Classified Personnel

ACTION SESSION

18. Reconvene to Open Session

- No Report

19. Motion by Martinson, second by Babbitt. Motion passed unanimously. Meeting adjourned at 6:55 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (619) 668-5700. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Personnel Commission in advance of their meetings may be viewed at the Personnel Commission Office located at 4750 Date Avenue, La Mesa, California 91942. In addition, if you would like a copy of any record related to an item on the agenda, please contact Andrea Rivera, Interim Director, Classified Personnel, at 619-668-5700, Ext. 6368 or email at Andrea.Rivera@lmsvschools.org