



## **La Mesa-Spring Valley Schools**

### **Personnel Commission**

### **Regular Meeting Minutes**

**Monday, August 17, 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 or Zoom. Members of the public may participate via teleconference. The instructions for the public to attend the meeting are as follows:*

*Join Zoom Meeting:*

<https://us02web.zoom.us/j/89610007859?pwd=YXFBSIIRMkNmSzdtVFFEU0xOazFWQT09>

*Meeting ID: 896 1000 7859*

*Passcode: C4rAch*

*Telephonic Password: 416592*

*Dial by your location*

*+1 669 900 9128 US (San Jose)*

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*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 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.*

*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](mailto:andrea.rivera@lmsvschools.org).*

*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 August 17, 2020 was called to order at 4:33 p.m. by Commissioner 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	<input type="checkbox"/>	present	X	absent

**ACTION SESSION**

- 4. Approve the Agenda of the August 17, 2020 Regular Meeting**  
*Motion by Ridenour, second by Babbitt. Motion passed*
- 5. Approve the Minutes of the July 20, 2020 Regular Meeting**  
*Motion by Ridenour, second by Babbitt. Motion passed*

**INFORMATION SESSION**

- 6. Items from the Floor**  
*None*

- 7. Information Items**

- District Update -
  - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, introduced the new Director, Human Resources, Jenine Henry.
  - Assistant Superintendent, Business Services, Jennifer Nerat, conveyed her excitement to have Henry join the team, she is thankful to be on such a collaborative team. She also advised due to the most recent budget

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approval, the district has some federal funds to help us provide various things that are needed to move forward with distance and hybrid learning.

- CSEA Update – Chapter 419 President, Ahmad Swinton, advised the CSEA is working hard with the district negating a MOU addressing opening up the schools and the parameters that will allow employees to return to work safely. He also welcomed Jenine Henry and congratulated Andrea Rivera as our new Director, Classified Personnel. Commissioner Ridenour asked if there has been a focus in negotiations on approaching employees who feel they are at risk and cannot return to work due to COVID-19? Swinton advised the Union is working with the district utilizing the interactive process meetings to look at reasonable accommodations for members who have unique situations which will allow them to possibly work from home or in isolation. In addition, there are leaves put into place to assist employees who are unable to return to work. Swinton also advised, they are addressing each employee on a case by case basis.
  - Personnel Update – Director, Classified Personnel, Andrea Rivera, advised this past month has been a flurry of recruitment and work on the job family studies. She mentioned Cano has been doing an excellent job of modifying the testing process to fit in accordance with the health order. She commended Cano and Junker for their hard work because the new processes have elongated the testing process. What used to be accomplished in one or two exams, now must be spread out over 3-5 exam sessions. She advised the PC team is currently revisiting the metrics presented regarding their customer service survey and are assessing the data to determine strategies for low hanging fruit with regard to improving optics, gaining understanding, and to help educate stakeholders. She recognizes there will be a certain level of creativity that will need to be used given the current situation with social distancing and limited options for direct social reactions. She welcomes feedback from the commissioners regarding any specific area of the survey they would like for the team to focus on at a future meeting as the department continues to strive for success. Lastly, she welcomed Jenine Henry and looks forward to working with her more in the future.
  - Personnel Commissioner Update - Personnel Commissioners – No update
8. **Job Family Studies Update – Ali Junker, HR Analyst**, advised she would like to express her gratitude to Deann Ragsdale, Assistant Superintendent, Student Supports, along with several other managers for providing her with critical information to keep the momentum going with the current Job Family Studies. She has received recommendations for revisions on several job descriptions. The revisions are very minor, but have come to her attention from the incumbents in the classifications. She feels these updates reveal that the voices of our employees are being heard when it comes to their job descriptions. She is making good progress and hopes to be done with the current studies soon. Since the process is a little slower than expected, the department decided she should start preparing for the next round of studies. The next job family to be studied is the administrative job family. She hopes to get good participation since the administrative job family is mainly clerical and the incumbents are regularly on the computer for their daily work. However, she is already anticipating unique challenges that we have not had with the other job families because we have some classifications within the administrative job family that have 21 different managers.

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- 9. Recruitment Update – Tina Cano, HR Specialist,** advised she currently has 3 open recruitments; Paraprofessional- Preschool, ESS Assistant Lead and Library and Learning Resources Technicians. She added the next two weeks will be very busy for examinations. She will be finishing up the Bilingual Certification exam for SOM- Bilingual with the oral merit exam scheduled for August 25th. She has the Middle School Kitchen Manager oral exam scheduled for the August 26th and the Gardener oral exam scheduled for the 28<sup>th</sup>. In addition to the oral exams, she will be holding 5 different written exam sessions to accommodate almost 50 Health/Attendance Technician Applicants. She has already begun scheduling exams for Library & Learning Resources Technician and ESS Assistant Lead in September. Lastly, she welcomed Jenine Henry and looks forward to meeting her and working with her.

**ACTION SESSION**

**10. Approve the Following Eligibility Lists**

- **Central Kitchen Cook**
- **Extended School Services Program Aide**
- **Lead Storekeeper**
- **Paraprofessional-Preschool**
- **Senior Custodian**

*Motion by Ridenour, second by Babbitt. Motion passed*

**11. Approval of the September – December 2020 Personnel Commission Regular Meeting Dates**

<b>September 9, 2020</b>	<b>4:30 p.m.</b>
<b>October 14, 2020</b>	<b>4:30 p.m.</b>
<b>November 10, 2020</b>	<b>4:30 p.m.</b>
<b>December 9, 2020</b>	<b>4:30 p.m.</b>

*Motion by Ridenour, second by Babbitt. Motion passed*

**12. Motion by Ridenour, second by Babbitt. Motion passed unanimously. Meeting adjourned at**

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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, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at [Andrea.Rivera@lmsvschools.org](mailto:Andrea.Rivera@lmsvschools.org)