

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

February 13, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 13, 2020 at 8:19 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Linda Vaughan

Absent: Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Vaurice Scott, CSEA Vice President-Unit A; Appellant 7149900.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of January 30, 2020.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

Letter from a member of the public addressed to the Commissioners.

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, reported the New Employee Orientation program has received assistance from other departments and

thanked Jackie Roberts, Facilities Project Manager from Business Services, for taking part and assisting in the New Employee Orientation program.

Greggory Robinson, Associate Personnel Analyst, announced that Recruitment and Testing currently has 34 open recruitments. Mr. Robinson thanked Jesus Rios Jr., Employment Services Supervisor, for his assistance with a recent survey sent out to employees.

Mr. Robinson also informed the Commission that the previously approved job bulletin for Assistant Public Information Director contained a typographical error which has been corrected.

Jesus Rios Jr., Employment Services Supervisor, reported that the summer employment online application has been available since February 3rd and so far 354 applications have been received. Mr. Rios Jr. announced that he and staff continue to hold workshops in the computer lab to assist employees submitting online applications. Online summer employment applications will be accepted until March 20, 2020.

Susan Leaming, Personnel Analyst, reported that 120 employees attended the CalPERS Planning Your Retirement workshop on Wednesday, February 5, 2020. Ms. Leaming also shared that there were 81 participants in the CPR/First Aid trainings held on Friday, February 7, 2020.

CONSENT AGENDA

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-7 and approve items 8-12 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

1. **RATIFY** job announcement bulletin for Assistant Public Information Director
2. **RATIFY** job announcement bulletin for Stage Technician
3. **RATIFY** job announcement bulletin for Instructional Aide-Special
4. **RATIFY** job announcement bulletin for Instructional Aide-Educare
5. **RATIFY** job announcement bulletin for Instructional Aide Educare BL Spanish
6. **RATIFY** job announcement bulletin for Facilities Use Technician
7. **RATIFY** job announcement bulletin for Inventory Control Technician
8. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0094-0448 established 02/05//2020

9. **APPROVE** the certification of Custodian Assistant eligibility list 20-0087-5025 established 01/31/2020
10. **APPROVE** the certification of Senior Office Assistant-Schools eligibility list 20-0097-3363 established 02/06/2020
11. **APPROVE** the certification of Senior Office Assistant-Schools BL Spanish eligibility list 20-0098-5091 established 02/06/2020
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0083-5068 established 02/11/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revised classification of Student Data Systems Specialist

After discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the revised classification of Student Data Systems Specialist.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

2. **APPROVE** the recommendation to remove from eligibility list ID 7149900

The Commission moved NEW BUSINESS Item 2 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 27, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:17a.m. and the following reportable action was taken:

1. A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate ID 7149900 from the current eligibility list and allow to re-test in the future.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:18 a.m.