

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

MINUTES
Regular Meeting

March 26, 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, March 26, 2020 at 8:17 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 telephonic attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; and Brittany Jones, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 12, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that while schools are closed meals are being served to students and distance learning is being implemented. Mr. Kato reported that the Personnel Commission office closed to the public effective March 16, 2020 and no examinations or interviews are being held. Mr. Kato stated staff is exploring methods of conducting examinations and interviews remotely without having candidates come into the office. Mr. Kato also stated that a plan is being developed to allow staff to telecommute from home as much as possible.

Maria Braunstein, Personnel Analyst, reported that many recruitments are open and applications are being accepted online. Ms. Braunstein stated that they are exploring video interviewing and examination options and will continue to open recruitments and prepare for when normal operations resume. Commissioner Vaughan asked if staff has been working from home and Mr. Kato stated that some staff worked from home last week and a plan is being developed that will allow for rotating telecommuting options.

Jesus Rios Jr., Employment Services Supervisor, reported the summer school online application period ended on March 20, 2020 and 946 applications were received. Mr. Rios Jr. reported that 100 employees were assisted in the scheduled computer lab sessions and 136 employees were assisted at the computer kiosks in the lobby before the Commission closed to the public. After the closure, 92 employees were given application assistance telephonically by staff.

Dale Culton, Certification Services Manager, mentioned that all of the summer school applications were received online and thanked CSEA leadership for assisting in the effort to move the applications completely online for the first time. Mr. Culton thanked Mr. Rios Jr. and Aaron Dominguez, Human Resources Technician, for their work on summer school staffing. Mr. Culton reported that 25 classified position reductions and 12 abolishments will be on the April 1, 2020 Board of Education agenda. Commissioner Ulaszewski asked if there would be any more abolishments and reductions this year. Mr. Culton responded that any future abolishments and reductions would be effective after July 1, 2020.

Susan Leaming, Personnel Analyst, reported that classified staff development opportunities offered by the Personnel Commission have been suspended including two sessions of CPR/First Aid scheduled for May 1, 2020. Ms. Leaming also reported that the CalPERS Orange regional office is accepting telephone appointments and employees may make appointments online.

CONSENT AGENDA

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-13 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Senior Administrative Secretary
2. **RATIFY** job announcement bulletin for Senior Administrative Secretary (Revised)
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant – BL Spanish
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools, BL Spanish
5. **RATIFY** job announcement bulletin for Purchasing Agent
6. **RATIFY** job announcement bulletin for Network Specialist
7. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 20-0114-5267 established 03/17/2020
8. **APPROVE** the certification of Maintenance Material Coordinator eligibility list 20-0119-0627 established 03/24/2020
9. **APPROVE** the certification of Office Assistant - BL SP eligibility list 20-0117-5158 established 03/20/2020
10. **APPROVE** the certification of Recreation Aide eligibility list 20-0140-5255 established 03/19/2020
11. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 20-0107-5257 established 03/19/2020
12. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 20-0106-5261 established 03/19/2020
13. **APPROVE** the certification of School Safety Officer (Corrected) eligibility list 20-0096-5014 established 03/05/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 41536002

The Commission moved NEW BUSINESS Item 1 to closed session.

2. **APPROVE** Meeting dates for Personnel Commission 2020-2021

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve the meeting dates for Personnel Commission 2020-2021.

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

3. **APPROVE** the following:

Adopt the classification specification of School Safety Operations Manager
 Allocate the classification of School Safety Operations Manager to salary range
 42 (M2)

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve the meeting dates for Personnel Commission 2020-2021.

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

OTHER ITEMS

Commissioner Ulaszewski expressed his appreciation for staff and their efforts to continue moving Personnel Commission functions forward during this stressful and uncertain time.

Commissioner Vaughan expressed her agreement with Commissioner Ulaszewski's comments and that the Commission is trying to follow all guidelines to ensure the health and safety of staff.

Commissioner Bender expressed her agreement with Commissioner Ulaszewski's comments and expressed her support of staff and concern for their health and safety.

Mr. Kato notified the Commission that the next meeting may be done in a video format and the details of how to accomplish that are currently being explored.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 9, 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 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:16 a.m. and the following reportable action was taken:

1. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to accept the recommendation to remove candidate ID 41536002 from current eligibility lists and that this action constitutes a permanent ban from applying in the future.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:17 a.m.