

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

MINUTES
Regular Meeting

May 7, 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, May 7, 2020 at 8:23 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Leticia DeAnda, Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Vanessa Ortiz, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director of Employee Relations; Brittany Jones, CSEA Labor Relations Representative; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; Ruben Sosnowski, Production Specialist/Editor, Office of Multimedia Services; and Gary Marshall, Multimedia Technology Supervisor, Office of Multimedia Services.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 23, 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 future meetings will continue to be held in a remote format. Mr. Kato stated that due to equipment needs, meetings will be broadcast from the Board of Education building. He thanked the Office of Multimedia Services for their assistance setting up the Personnel Commission meeting broadcasts.

Maria Braunstein, Personnel Analyst, reported that they are developing remote video interviews and examinations using newly purchased online applications. This process also requires the development of new remote-testing protocols and procedures. Ms. Braunstein reported that forty-four (44) recruitments are in progress with nineteen (19) ready for testing.

Jesus Rios Jr., Employment Services Supervisor, recognized staff for their continued work during this time. Mr. Rios stated that staff are extending job offers and processing new employees. Mr. Rios also thanked the managers for providing the protective equipment to work safely in the office.

Dale Culton, Certification Services Manager, mentioned that he is continuing to work on implementing layoffs for classified employees. Mr. Culton thanked Leticia DeAnda, Administrative Secretary, and Anne Follett, Human Resources Technician, for their assistance with effecting the layoff process.

CONSENT AGENDA

1. **APPROVE** the certification of Child Care Worker eligibility list 20-0123-5258 established 03/30/2020
2. **APPROVE** the certification of Facilities Use Technician eligibility list 20-0121-3348 established 05/06/2020

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 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		

OLD BUSINESS

None

NEW BUSINESS

1. **OPEN** the public hearing on the 2020-2021 proposed Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 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		

2. **CLOSE** the public hearing on the 2020-2021 Personnel Commission Budget

As no members of the public submitted comments, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 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. **ADOPT** the 2020-2021 Personnel Commission Budget

Mr. Kato gave an overview of the proposed budget and thanked Fiscal Services staff for their ongoing advice and assistance. Commissioner Vaughan asked why the Executive Officer's salary appeared to be budgeted slightly lower for next fiscal year. Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to postpone adoption of New Business Item 3 to the next regular meeting.

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

4. **APPROVE** the following:

- Adopt the classification specification of Maintenance Laborer
- Allocate the classification of Maintenance Laborer to salary range 18 (C2)

Susan Leaming, Personnel Analyst, provided an overview of the report and Alan Reising, Business Services Administrator, spoke in support of the new classification. Mr. Reising discussed how these positions will assist the Maintenance department and provide growth opportunities for staff. 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 New Business Item 4.

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

5. **DISCUSS** the following:

Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1, Rule 10.1.A and C, Rule 10.11.B (First Reading)

Commissioner Ulaszewski was disconnected from the meeting due to a technical difficulty. Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to move New Business Item 5 forward to the next regular meeting for a second reading.

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

6. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 6.

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

7. **DISCUSS** the correspondence received by "Anonymous" on April 9, 2020

Commissioner Ulaszewski rejoined the meeting and a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to discuss New Business Item 7.

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

Mr. Kato provided an overview of the content of the letter and discussed the investigation into the recruitments mentioned in the letter. Mr. Kato stated that the investigation found no improper execution of the examinations or application screening practices. Commissioner Vaughan discussed her concerns regarding the letter and questioned if the writer had any other evidence to support their claims as the investigation into the recruitments mentioned in the letter turned up no irregularities in Personnel Commission processes. Ms. Vaughan stated that applicants can be screened out for examinations they previously were admitted in, not because of Commission procedures, but because the applicants did not complete their application correctly and screened themselves out. Mr. Kato stated that every application within each recruitment is screened separately from applications submitted for previous recruitments. He stated that the Personnel Commission takes pride in their work and staff is committed to a fair and equitable employment process for all applicants. Ms. Vaughan mentioned that the District

is a fair employer and the Commission has worked hard to develop a good working relationship with the District. Commissioner Ulaszewski suggested the minutes reflect that in the absence of any other supporting information or additional details, the Commission will accept and file the staff report. Ms. Vaughan and Ms. Bender concurred.

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to accept and file New Business Item 7.

<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 asked if any further information has been given to Commission staff regarding the status of summer school. Mr. Kato responded that staff expects to hear the final determination from the District regarding summer school in the next few weeks.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 21, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 9:10 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:26 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m.