

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, CA 90813

MINUTES  
Regular Meeting

February 11, 2021

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 11, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast 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; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician, Mindi Ritter, Senior Administrative Secretary, Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant and Aisha Alex, Human Resources Assistant.

GUESTS  
TELEPHONICALLY  
PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

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 January 28, 2021.

<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, introduced Mindi Ritter as the new Senior Administrative Secretary for the Personnel Commission. Mr. Kato recognized staff

members Judith Alonso, Human Resources Technician, Ashleigh Fernando, Human Resources Assistant, and the management team for their assistance at the secretary desk while the position was vacant.

Mr. Kato reported on February 1, 2021, a training was conducted for Personnel Commission staff on COVID-19 procedures and the office is in compliance with District protocols. Mr. Kato informed the Commission that the District ended the alternative work location program on February 8, 2021 and staff is now working in the office full-time. Mr. Kato explained that all available rooms at the Personnel Commission are being utilized as temporary offices to allow for proper social distancing and minimize the number of employees in each room.

Greggory Robinson, Personnel Analyst, reported 49 recruitments are in various stages of the examination process. Twenty-three (23) recruitments are accepting applications, 14 are in exam development, nine exams are in the process of being scored, and three recruitments are in the testing stage. Mr. Robinson shared that panel raters from other agencies have provided positive feedback on the ease of using the remote video interviewing system and appreciate the flexibility to rate candidates on their own schedule.

Jesus Rios Jr., Employment Services Supervisor, reported 418 applications have been received for summer school and thanked Human Resources Assistants, Ashleigh Fernando and Aisha Alex, for their efforts assisting applicants. Mr. Rios Jr., reported the online Vacancy Assignment (VA) training presented by Personnel Commission, Human Resources Services, and Fiscal Services was a success and the feedback from the school sites has been positive.

Susan Learning, Personnel Analyst, provided an update on the School Safety job family study and informed the Commission that focus group meetings are currently being held with employees in the School Safety job family classifications.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
3. **RATIFY** job announcement bulletin for Executive Secretary (C)
4. **RATIFY** job announcement bulletin for Executive Secretary (C) (Revised)
5. **RATIFY** job announcement bulletin for Heavy Truck-Bus-Automotive Mechanic
6. **RATIFY** job announcement bulletin for Systems Analyst – Oracle
7. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW9-5258 established 02/02/2021
8. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 21-0048-5245 established 02/09/2021

9. **APPROVE** the certification of Custodian eligibility list 21-0046-0139 established 02/04/2021

10. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0074-5257 established 02/05/2021

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 7-10 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		

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 25, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California 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 8:27 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:33 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:34 a.m.