

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

MINUTES

Regular Meeting

April 11, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, April 11, 2019 at 8:20 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, Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Lynn Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst, Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Aaron Dominguez, Human Resource Technician; Anne Follett, Human Resource Technician; Vanessa Ortiz, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President - Unit B; Ron Hoppe, Purchasing and Contracts Director.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of March 28, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that the nomination ballots were distributed for the Personnel Commission Employee of the Year and the District Classified Employee of the Year.

Mr. Kato informed the Commission that he is a committee co-chair with Ron Hoppe, Purchasing and Contracts Director, for the annual Classified Employee Celebration. A committee meeting was held this past Friday, April 5 and things are going well.

Mr. Kato reported that this past Friday, Personnel Commission staff celebrated Sports Day by wearing a favorite sport jersey. Mr. Kato thanked Gregg Robinson, Associate Personnel Analyst, for coordinating the event.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission that examinations for Business Services Administrator, Business Services Director, Operations Director, Maintenance Director, Area Custodial Manager and Maintenance Manager are on-going and on schedule. Ms. Braunstein extended a special thanks to Oralia Leyva, Human Resources Technician, and Susan Follmuth, Human Resource Technician, for helping expedite these recruitments. The Custodian recruitment opened to accept applications from April 10-12 and 82 applications were received the first day. Last week, staff visited the Long Beach Schools for Adults to assist students in the Building Maintenance Custodial Services class with setting up their applicant profiles, and will return this week to assist students with their employment applications. In addition, Ms. Braunstein reported there are seven open recruitments to fill vacancies and substitute assignments in Avalon including Bus Driver, Nutrition Services Supervisor II, Campus Security Officer, Nutrition Services Worker and Custodian.

Mr. Kato recognized the Business Services department for providing funding assistance for Commission staffing support and the upcoming Avalon recruitments.

At 8:23 a.m. Commissioner Bender arrived.

Mary Cates, Human Resources Supervisor, informed the Commission that she and Dale Culton, Certification Services Manager, participated in final testing of online vacancy assignments for the new monthly payroll system. Ms. Cates introduced Human Resources Technician, Vanessa Ortiz. Ms. Ortiz will be handling Nutrition Services recruitments and has over fifteen (15) years of human resources and customer service experience.

Susan Leaming, Personnel Analyst, informed the Commission that the Instructional Aide - Special job study focus groups were completed last week. A total of eight (8) percent of all aides participated in a focus group and the participating aides had a combined 949 years of experience. Ms. Leaming anticipates the final report will be presented to the Commission in June for approval.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-16 on the Consent Agenda to include the corrected errors on the eligibility list.

<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 Intermediate Office Assistant
2. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Bilingual Spanish
3. **RAFIFY** job announcement bulletin for Intermediate Office Assistant Schools
4. **RAFIFY** job announcement bulletin for Intermediate Office Assistant Schools-Bilingual Spanish
5. **APPROVE** the certification of Assistant Director-Fiscal Services eligibility list 19-0071-5136 established 4/02/2019
6. **APPROVE** the certification of Business Services Director eligibility list 19-0102-5263 established 4/02/2019
7. **APPROVE** the certification of Child Care Worker eligibility list 19-0089-5258 established 4/02/2019
8. **APPROVE** the certification of Instructional Aide-Deaf/Hard of Hearing eligibility list 19-0110-3271 established 4/02/2019
9. **APPROVE** the certification of Kids' Club Assistant eligibility list 19-0100-0694 established 4/03/2019
10. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 19-0101-0515 established 4/03/2019
11. **APPROVE** the certification of Kids' Club Supervisor I eligibility list 19-0091-3266 established 3/21/2019
12. **APPROVE** the certification of Kids' Club Supervisor II eligibility list 19-0092-3267 established 3/21/2019
13. **APPROVE** the certification of Kids' Club Supervisor III eligibility list 19-0093-3268 established 3/21/2019
14. **APPROVE** the certification of Maintenance Director eligibility list 19-0103-0083 established 4/02/2019
15. **APPROVE** the certification of Operations Director eligibility list 19-0104-0229 established 4/02/2019
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 19-0094-5068 established 3/28/2019

OLD BUSINESS

None

NEW BUSINESS

1. **OPEN** the public hearing on the 2019-2020 proposed Personnel Commission Budget

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to open the public hearing on the proposed Personnel Commission Budget for 2019-2020.

<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 2019-2020 Personnel Commission Budget

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to close the public hearing on the proposed Personnel Commission Budget for 2019-2020.

<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 2019-2020 Personnel Commission Budget

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the 2019-2020 Personnel Commission Budget.

<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 revision of a classification Reprographics Technician

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the revision of Reprographics Technician.

<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

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 25, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:44 a.m.