

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

MINUTES
Regular Meeting

November 7, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, November 7, 2019 at 8:18 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
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Oralia Leyva, Human Resources Technician; and Aaron Dominguez, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President Unit B; and Ann Culton, Administrative Coordinator, Human Resource Services.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of October 24, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, announced that he and Commissioner Linda Vaughan attended the Personnel Commissions Association of Southern California, (PCASC) event on October 25, 2019. Mr. Kato reported the

presentation included innovative recruitment strategies, methods of eliminating artificial employment barriers, and a discussion regarding unconscious bias. The event was presented by the Long Beach Community College Personnel Commission Office.

Oralia Leyva, Human Resources Technician, read the Commissioners a lengthy list of the open recruitments and closed recruitments that are in the testing phase.

Jesus Rios Jr., Employment Services Supervisor, recognized Human Resources Technicians Vanessa Ortiz and Silaue Taeleifi for their ongoing efforts to process Nutrition Service Workers, Child Care Workers, and Recreation Aides in a timely manner.

Dale Culton, Certification Services Manager, informed the Commission that sites are now allowed to increase the regular assigned hours of their Recreation Aide staff and have been submitting Vacancy Assignments (VA's).

Mr. Kato stated that Recreation Aides and Leaders were invited to New Employee Orientation sessions after they were converted into the Classified Service and now the ongoing challenge will be recruiting and filling Recreation Aide vacancies.

CONSENT AGENDA

After discussion and typographical corrections, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-10 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		

1. **RATIFY** job announcement bulletin for Painter
2. **RATIFY** job announcement bulletin for Maintenance Manager
3. **RATIFY** job announcement bulletin for Custodian
4. **APPROVE** the certification of School Support Secretary eligibility list 20-0037-3361 established 10/22/2019
5. **APPROVE** the certification of School Support Secretary-BL Spanish eligibility list 20-0036-5159 established 10/22/2019
6. **APPROVE** the certification of Plant Supervisor – High School eligibility list 20-0042-5029 established 10/21/2019

7. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0041-0448 established 10/23/2019
8. **APPROVE** the certification of Kids' Club Assistant eligibility list 20-0039-0694 established 10/23/2019
9. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 20-0040-0515 established 10/23/2019
10. **APPROVE** the certification of Senior Accountant Assistant eligibility list 20-0044-0760 established 10/30/2019

OLD BUSINESS None

- NEW BUSINESS 1. **APPROVE** the extension of the eligibility list for Library/Media Assistant 19-0032-0465 established November 19, 2018

Following discussion, 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 extension of the eligibility list of Library/Media Assistant 19-0032-0465 established on 11/19/18.

2. **APPROVE** the creation of a new classification, Associate Research Information Systems Analyst and allocate the classification to salary range 35 (M2)

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the creation of the new classification of Associate Research Information Systems Analyst, and allocate the classification to salary range 35(M2).

<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, November 21, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

- CLOSED SESSION 1. Receive and take action to distribute the Hearing Officer's report on Employee E9827478 to Employee E9827478 and the District.

The Personnel Commission retired into closed session at 8:37 a.m.

The Personnel Commission returned to open session at 9:30 a.m. and the following reportable action was taken:

The Commission received the Hearing Officer's report on Employee E9827478 and following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to direct staff to distribute the report to Employee E9827478 and the District.

<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 9:35 a.m.