



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**December 12, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, December 12, 2018**, at **4:52 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:52 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Jenkins led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - **None**
- G.05 Motion to Approve Agenda: December 12, 2018**  
**It was moved and seconded to approve the agenda as submitted. The motion passed.**

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**G.06 Motion to Approve Minutes:** November 14, 2018

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**G.07 Report from the Director of Classified Personnel:**

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
  - Director Rowen expressed his gratitude to Commissioner Inatsugu and Commissioner Jenkins for their dedicated service to the classified employees of the District.
  - Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. He informed the Personnel Commission about receiving seven (7) applications which meet the minimum qualifications. The applicants are Santa Monica residents.
  - Director Rowen thanked Ms. Gail Pinsker, the District's Community and Public Relations Officer, for her instrumental role in the recruitment's advertisement- writing a press release, posting on the District's social media, and utilizing Peachjar to reach the Santa Monica and Malibu communities.
  - Director Rowen informed the Personnel Commission about the progress of the new Human Resources Technician substitute, Ms. Gabrielle Crumble, who has assumed the recruitments and related duties of the permanent employee on a long-term leave.
  - Director Rowen commended Ms. Clare Caldera, Personnel Analyst, for training and professional development of all the temporary employees.
  - Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities, including Human Resources Technician and Human Resources Specialist recruitments to fill vacant positions in Human Resources Department. He informed the Personnel Commission about switching the Paraeducator series recruitments from standard to continuous in order to make the examination process more effective. Director Rowen also stated that the strategic position for Maintenance Supervisor has been recently filled with a highly qualified candidate from the University of Michigan.
  - Commissioner Inatsugu inquired about the Maintenance Supervisor position. Dr. Suzanne Webb, Director of Human Resources, stated that the position is currently filled with an employee working out of class.

- **Commissioner Inatsugu also inquired about the protocol to become an Interim Commissioner until the selection of a new Personnel Commissioner. Director Rowen had contacted CSPCA that recommended to place an action item– an appointment of an Interim Commissioner- on the January Personnel Commission agenda in order to extend Commissioner Inatsugu’s service.**

**G.08 Personnel Commissioner Comments/Reports:**

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Waterstone expressed her gratitude to Commissioner Jenkins for her dedication and service on the Personnel Commission and wished her all the best in her new professional and personal endeavors.**
- **On behalf of the entire Personnel Commission, Commissioner Waterstone acknowledged and thanked the Personnel Commission staff with tokens of appreciation at this holiday season.**
- **Commissioner Waterstone announced that the City of Santa Monica had elected a new mayor, Mr. Gleam Davis.**
- **Commissioner Waterstone shared that the Parent Teacher Association at Grant Elementary School has taken up a holiday collection for the classified employees to express appreciation during this festive time.**
- **Commissioner Inatsugu wished everyone happy holidays.**
- **Commissioner Jenkins thanked everyone for the farewell reception that took place before the meeting. She also expressed her gratitude to Commissioner Inatsugu for being such a great colleague and community leader.**

**G.09 Communications:**

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
  - **None**
- Board of Education Report
  - **Dr. Suzanne Webb, Director of Human Resources, informed the Personnel Commission about the District’s Supplemental Early Retirement Plan for any employees who are of a retirement age of 55 and who have served in the District for a minimum of ten (10) years.**
  - **Dr. Webb stated that at the December 13, 2018 Board of Education meeting, the re-elected board members will be sworn in. There are no new board members.**
  - **Dr. Webb informed the Personnel Commission about the District’s negotiations with SMMCTA and SEIU.**
  - **Dr. Webb announced that all the Malibu schools are officially open for instruction as of December 12, 2018.**

- **Commissioner Waterstone expressed her gratitude to the District for their effective and amazing assistance and support to the Malibu community in the wake of tragedy.**

**G.10 Public Comments:**

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

**II. CONSENT CALENDAR:**

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	4
Health Office Specialist	6
Office Specialist	13
Paraeducator-1	4
Paraeducator-3	5

C.02 Advanced Step Placement:

Amber Boyd in the classification of Paraeducator-3 at Range 26, Step B

C.03 Advanced Step Placement:

Erika Diaz in the classification of Bilingual Community Liaison at Range 27, Step B

C.04 Advanced Step Placement:

Jesse Lozano in the classification of Custodian at Range 24, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.04. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

### REPORT AND DISCUSSION

- None

### III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2017-2018

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

### REPORT AND DISCUSSION

- Director Rowen provided an overview of the Personnel Commission main functions, core responsibilities, primary duties, and Merit System principles.
- Director Rowen introduced the Personnel Commission Office structure including individual positions and their duties, including changes in personnel - Commissioner Jenkins and Director Rowen have joined the Personnel Commission in 2018. Even though the Human Resources Technician substitutes, Ms. Shuntoria Reid, Ms. Nichelle Cummings, and Ms. Gabrielle Crumble, joined the staff in the fiscal year 2018-2019, Director Rowen included them in the annual report as they have played a vital role in the department's operation.
- Director Rowen presented a statistical summary of the Personnel Commission's primary initiatives and activities. He pointed out that there were no major differences in numbers in comparison with the fiscal year 2016-2017.
- Commissioner Inatsugu expressed her appreciation for including the substitute employees into the report.

A.02 Classification Revision:  
Director of Purchasing within the Fiscal job family

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

## REPORT AND DISCUSSION

- Director Rowen presented the minor revisions to the classification specification, since it has been completely revised in 2017. He described the methodology that was used in the review process in a cooperation with Ms. Melody Canady, the Assistant Superintendent of Business and Fiscal Services.
- Director Rowen stated that the minimum experience was expanded to include lead experience in addition to a supervisory role, in order to allow for promotional opportunities.
- Director Rowen pointed out that an “Equivalency Provision” was changed in the minimum qualifications to allow candidates with a relevant advanced degree to be considered for the position by substituting exceptional education credentials for two (2) years of the required general purchasing experience.

A.03 New Classification:  
Campus Monitor within the Student job family

- It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 with a revision of the legislation number replacing AB 670 with AB 2160 on the cover page and a removal of references to classroom activities under Basic Functions in the classification specification. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

## REPORT AND DISCUSSION

- Ms. Clare Caldera, Personnel Analyst, explained the rationale for establishing this new classification in order to meet the requirements of recent legislation AB 2160 to add part-time playground supervisory positions to the classified service in California Merit System districts.
- Ms. Caldera provided a brief background to the methodology used in the new classification development, including input from the Assistant Superintendent of Human Resources, school principals, and SEIU- even though this classification will not be included in the Bargaining Unit.
- Ms. Caldera stated that “Preferred Qualifications” were added in lieu of “Minimum Qualifications” to allow for flexibility and avoid non-discrimination in the hiring process.
- Commissioner Inatsugu inquired about the job structure, whether it is a part-time or full-time position.
- Ms. Caldera clarified that the classification title has been changed from *Noon Supervision Aide* to *Campos Monitor* to indicate that these positions are utilized during various hours throughout the school day, not just during a lunch recess, up to three (3) hours a day.

- Commissioner Inatsugu inquired about the legislation.
- Director Rowen provided a history of these legislative requirements that originally applied only to Non-Merit System districts and were extended to include also the Merit System districts later on.
- Commissioner Jenkins commended staff for creating a proper classification title.
- Commissioner Jenkins suggested to remove references to “classroom activities” under Basic Functions.
- Commissioner Jenkins asked if First-Aid and CPR certifications were preferred or required qualifications.
- Ms. Caldera stated that they are preferred qualifications.

**IV. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

**VI. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. V.D.2. (for SMMUSD School Board Agenda)
  - November 15, 2018
- I.04 Classified Personnel - Non-Merit Report - No. V.D.3.
  - November 15, 2018
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2018 - 2019
- I.06 Board of Education Meeting Schedule
  - 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

- B.01 Future Items:

Subject	Action Steps	Tentative Date
Types of Temporary Job Assignments	Commissioner Training	1/9/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, January 9, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- None

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**It was moved and seconded to adjourn the meeting.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**TIME ADJOURNED: 5:42 p.m.**

Submitted by:

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Eric Rowen  
Secretary to the Personnel Commission  
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.