

**FULLERTON SCHOOL DISTRICT
Personnel Commission Meeting
Classified Personnel Conference Room
1401 W. Valencia Drive, Fullerton, CA**

Minutes of the Regular Meeting of August 24, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:33 p.m.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice-Chairperson
Mr. Tommy Reminiskey, Member

STAFF PRESENT

John Caldecott, Interim Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Edna Figueroa, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of July 27, 2020, was made by Ms. Varela and seconded by Mr. Reminiskey; the motion was approved unanimously.

A motion to approve the minutes of the special meeting of August 11, 2020, was made by Ms. Varela and seconded by Mr. Reminiskey; the motion was approved unanimously.

A motion to approve the minutes of the special meeting of August 13, 2020, was made by Ms. Varela and seconded by Mr. Reminiskey; the motion was approved unanimously.

A motion to approve the minutes of the special meeting of August 17, 2020, was made by Mr. Reminiskey and seconded by Ms. Varela; the motion was approved unanimously.

APPROVAL OF THE PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Personnel Report.

Mr. Reminiskey commented that he was pleased to see the longevity increases for a number of employees who have been with the District for over 15 years.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletins.

Ms. Varela asked where the Social Services Assistant Korean BB recruitment is being advertised. Mr. Caldecott explained that the recruitment has been posted both on EdJoin and Indeed and referrals have also been received directly from the Educational Services Department.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

The Personnel Commission reviewed the Director's Certification of Eligibility Lists.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR'S REPORT:

Mr. Caldecott thanked all of the Classified Employees who are helping with child care and meal distribution, despite the current circumstances. Mr. Caldecott also thanked Martha Roberts and Debbie Shandy for their continued efforts in the Classified Human Resources office, as hiring has increased in preparation for the return to on-campus instruction. Mr. Caldecott expressed his gratitude for Maria Hill and the Payroll Department for their continued service and assistance.

THE PERSONNEL COMMISSION JOINT APPOINTMENT PROCESS - REPORT 8

Mr. Caldecott explained that each year, one Commissioner is appointed or reappointed; this year, Pat Haley's term expires. Mr. Caldecott continued to explain that, per the Education Code, the CSEA and Board Appointee's have the option to reappoint Ms. Haley or have an open recruitment process.

By rule, the current Joint Personnel Commissioner (Pat Haley) is recused from the discussion of the process.

Mr. Caldecott explained that having an open recruitment process would still allow the current Joint Appointee to apply for the position.

After considerable discussion, Ms. Varela made a motion to open the recruitment process, for the purpose of further discussion; Mr. Reminiskey seconded the motion. Mr. Reminiskey explained that he believes opening the recruitment process allows for transparency of the system. Mr. Caldecott called for a vote for the motion; motion carried with two votes (CSEA/Board Appointees).

DIRECTOR OF CLASSIFIED HUMAN RESOURCES - RECRUITMENT AND APPOINTMENT - REPORT 9

Mr. Caldecott explained that because of the pandemic, the recruitment process for the Director of Classified Human Resources was put on hold for a period of time. After moving forward with the process, the Commission has now made a selection. Ms. Haley announced that Paul Deines was selected as the Director of Classified Human Resources based on his enthusiasm and qualifications.

Mr. Reminiskey moved to approve Paul Deines as the Director of Classified Human Resources, effective October 1, 2020, seconded by Ms. Varela and approved unanimously.

CONSIDER APPROVAL OF THE NEW CREDENTIALS TECHNICIAN JOB DESCRIPTION - REPORT 10

Mr. Caldecott explained this new position will serve in the Certificated Human Resources office. The new job description reflects the duties that are assigned to the position and is expected to attract a pool of qualified applicants. Mr. Caldecott also added that the Personnel Technician II is a lateral classification and an employee in that position would be allowed the opportunity to transfer into the Credentials Technician position.

Ms. Haley gave the audience the opportunity to comment on the matter; no comments were made.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

CONSIDER APPROVAL OF A 5% RESERVE OF THE OPERATIONAL BUDGET - REPORT 11

Mr. Caldecott explained that the District has asked all departments to reduce their operational budgets by 5% in an effort to be fiscally conservative. The reserve will be pulled from certain line items and will be kept within the Personnel Commission budget allowing for future adjustments, if necessary.

Mr. Reminiskey moved approval, seconded by Ms. Varela and approved unanimously.

ACTIVE RECRUITMENT LIST - REPORT 12

The Personnel Commission reviewed the Active Recruitment list. Mr. Caldecott explained that the Classified Human Resources office is completely up to date with recruitments and expressed his appreciation for the team.

Ms. Varela asked if exams are proctored in the board room. Mr. Caldecott explained that the board room is being utilized for proctoring with social distancing practices in place, as well as temperature screenings of all candidates.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 13

The Personnel Commission reviewed the budget printout.

No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:14 p.m.

RECESS TO CLOSED SESSION

No action was taken during closed session.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa