

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

**Minutes of the Regular Meeting
April 29, 2019 at 4:00 p.m.**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. McNeill, Chairperson, called the meeting to order at 4:00 p.m. and asked Dr. Chad Hammitt to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Janet McNeill, Chairperson
Ms. Patricia Haley, Co-Chairperson
Mr. Rodney Lusch, Member

STAFF PRESENT

Robert Lee, Interim Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Yasmin Duque, Administrative Secretary

APPROVAL OF MINUTES

The minutes of the regular meeting of February 15, 2019, were approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

The minutes of the regular meeting of March 18, 2019, were approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and carried unanimously.

PUBLIC COMMENTS

In attendance was Dr. Hammitt, Assistant Superintendent of Personnel Services, Mr. Al Lacuesta, President of CSEA Chapter #130, and Ms. JoAnne Declaro, Treasurer to CSEA Chapter #130.

Mr. Lacuesta asked the commissioners if they would be attending the CSEA banquet on March 18, 2019. All three of the commissioners said that they plan on attending.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

Ms. Haley made an observation that there are a lot of employees on Catastrophic Sick leave.

Report #1 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Report #2 – The following recruitments were presented for approval/ratification:

- Bus Driver
- Food Service Assistant I – on-call substitute
- HVAC Technician
- Instructional Assistant/Recreation
- Instructional Assistant/Recreation – on-call substitute
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education II B
- Registered Associate: Marriage and Family Therapist or Professional Clinical Counselor or Clinical Social Worker
- Speech and Language Pathology Assistant

Report #2 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Report #3 – Ratify/Certify the Director's Prior Certification of Eligibility Lists*

- Bus Driver
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I – expiration date 9/12/19
- Instructional Assistant/Special Education I – expiration date 10/10/19
- Instructional Assistant/Special Education II B – expiration date 9/15/19
- Instructional Assistant/Special Education II B – expiration date 10/8/19

Report #3 was approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and carried unanimously.

Report #4 – Approve Revised Job Description for Sprinkler Repairer at CSEA salary range 28 (\$23.977-\$30.681 per hour), effective April 30, 2019.*

Ms. Haley asked for a brief summary from staff in regards to this revision. Mr. Lee asked Mr. Bui to give the report on this revised job description. Mr. Bui explained the organizational structure of the Maintenance and Operations department. He stated that the Sprinkler Repairer is in charge of repairing any faulty sprinklers at our school sites. Ms. McNeill said that she found it interesting that no one has held this position since the year 2005. Mr. Lee explained that no one was in the job classification of Sprinkler Repairer, but that the work that it involved was never removed, and was specifically assigned to a Gardener since the year 2008. The work was assigned in about 2 and 3

month increments, and that 2015 was the last year that this individual was paid for work out of classification for this purpose, yet he still kept performing this job during 2017 and 2018.

Mr. Lusch explained that the term irrigation should be more prominently stated throughout the job description, since irrigation is the system, and the sprinkler is just a part of this system. He suggested that staff change the terminology to "Irrigation Systems and Sprinkler parts" throughout the job description. Staff agreed to make the appropriate changes.

Report #4 was approved as amended on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Report #5 – Approve Revised Job Descriptions for Gardening Series-related Classifications: Gardener (CSEA salary range 19, \$19.177-\$24.549 per hour), Grounds Equipment Operator (CSEA salary range 22, \$20.654-\$26.447 per hour) and Lead Gardener (CSEA salary range 27, \$23.389-\$29.914 per hour), effective April 30, 2019.*

There were no comments made about the Gardener job description.

In regard to the Grounds Equipment Operator, Ms. Haley inquired if the sentence "may train other employees" implied that this makes them a supervisor. Mr. Bui answered that the department needs require a lot of cross-training, and that this phrase does not imply that they are a supervisor.

There were no comments made about the Lead Gardener job description.

Report #5 was moved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Report #6 – Public Hearing on the Personnel Commission 2019-2020 Budget

Mr. Lee provided an overview of the proposed Personnel Commission budget:

He explained that our budget consists of discretionary and non-discretionary categories and that the budget has increased because of staff's salary increases, employee health and welfare benefits, and CalPERS benefits. He explained that the first column of the budget are the actuals that were spent last year, the second column are the actuals to date that have been spent this year, and the third column is a budget of what was projected to be spent next year.

The 2019-20 Personnel Commission Budget is largely the same as adopted for 2018-19. However, he did propose a change for the Conference budget, increasing it from \$7,000 to \$9,500. This was done as the 2020 Commissioners Conference will be in San Francisco and the travel and hotel costs will be substantially more than when the

Conference is in the Southern part of the State. He explained that although the district approved the increase, they requested that he reduce other Object Codes in the discretionary part of the Budget to keep that part of the operating budget the same. He explained that this is being done district wide. He looked into areas he thought could be reduced without impacting operations and reduced: Advertising by \$500 since most of our recruitment advertising is done via EdJoin, Reproduction Charges by almost \$900 as we no longer use too many printing services, Repairs by Vendors by \$500 as history shows that this is not frequently needed, and Maintenance Work Orders by \$150, as the District is now absorbing those costs.

However, Mr. Lee explained that when he submitted the 2019/2020 Budget Revision Worksheet, the approved proposed 2019-20 Budget came back including his proposed changes and with an additional \$2,500 reduction in Fingerprinting. When he asked for an explanation he found out that because the discretionary use of Overtime costs during this year have been about \$2,400, the District used the proposed reductions and added another \$2,500 to keep the overall discretionary budget the same as in last years budget. He finds this very worrisome as both Assistant Superintendent Hammitt and he agree that todays labor market for part time low paying jobs has resulted in making it harder to fill both regular part time and substitute vacancies.

Mr. Lee then explained that when he was last here in 2015 he had prepared a chart showing why staff was having difficulties keeping up staffing regular and substitute part time positions. He had recommended increasing the staffing of the then part time Personnel Technician. He stated that the Personnel Technician was increased from 4 to 6 hours per day in July 2016 and later to 8 hours per day in February 2018. This returned the Commission's Technician staffing to the level it had in 2008. However, since then, we have almost tripled the number of recruitments, and it is getting increasingly difficult to fill positions.

During this time, even with having additional Commission staff hours it was necessary to augment the Commission's staff by using staff overtime to work on filling our part-time vacancies and it appears that this is now an ongoing reality. In 2016-17, we used almost \$11,800 in staff overtime and in 2017-18, we used over \$15,000 in staff overtime. These staff overtime costs impact the overall discretionary budget, because staff overtime is discretionary. The District has augmented the Commissions discretionary budget to account for increases in Physical Examinations and Fingerprinting. However, if the difficulties in recruiting to fill part-time regular and substitute positions continue, the net result will be that the discretionary budget will eventually be unable to continue to fully support the Personnel Commission's day to day operations.

He explained that if this trend continues, the Commission and the district should look into possibly having additional Personnel Commission staff.

Mr. Lee explained that our Instructional Assistants are required to have 48 college units and pass a written examination, but that other districts accept having passed a written

test equivalent to the California High School Exit Exam (CHASEE) plus a section on competence to assist with instruction. The Commission discussed their interest in having this implemented at our district. Dr. Hammitt explained that he would take this back to executive cabinet for their input.

Ms. Haley asked why the Personnel Commissioners salaries are set at \$9,000 total. Mr. Lee indicated that we never go over that amount because the Commissioners only meet on a monthly basis, but that we have to budget as if they met much more frequently.

Prior to the adoption of the proposed budget, Ms. McNeill moved to open the public hearing for the proposed 2019-2020 Personnel Commission Budget, seconded by Mr. Lusch, and carried unanimously. The public hearing was opened at 5:00 p.m.

Mr. Lusch asked the audience if anyone would like to share any comments regarding the proposed Personnel Commission budget. There were no comments made by the public.

Ms. McNeill made a motion to close the public hearing, seconded by Ms. Haley, and carried unanimously. The public hearing for the Personnel Commission 2019-2020 proposed Budget was adjourned at 5:01 p.m.

Report #7 – Adoption of 2019-2020 Personnel Commission Budget

The Personnel Commission adopted the 2019-2020 Personnel Commission budget by a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Mr. Lee explained that since the Personnel Commission has approved their budget, staff can now submit it to the District's Superintendent for signature and then to the Orange County Department of Education (OCDE) by the May 30 deadline.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for May 20, 2019, at 4:00 p.m. in the Classified Personnel Conference room.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:05 p.m.

RECESS TO CLOSED SESSION

Closed session was called to order at 5:06 p.m.

Pursuant to Government Code 53957 to discuss Classified Personnel Director's Job Performance Evaluation.

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

The closed session was adjourned at 6:00 p.m.

Minutes Accepted By:

A handwritten signature in black ink, appearing to read "M. Janet McNeill", written in a cursive style.

Janet McNeill, Chairperson
Recorded by: Yasmin Duque