

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**SPECIAL MEETING**  
**May 22, 2012 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

**I. General Functions:**

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.**
- B. Roll Call: Commissioners Inatsugu and Sidley were present.**
- C. Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **2 – 0**

**The agenda was amended. The agenda item III.A.1. “Public Hearing and Adoption of Fiscal Year 2012-2013 Proposed Personnel Commission Budget” superseded section II “Closed Session.”**

- E. 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 three (3) minutes. When there are a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.**
  - 1. Request to Speak on Agenda Items  
**Mrs. Diane Hernandez, Accounting Technician, read a memorandum on behalf of Mrs. Patsy Herschberger, Administrative Assistant, regarding a layoff of Human Resources Technician in the Personnel Commission. The memorandum included Mrs. Herschberger’s history with the District sharing her recollections of limited Personnel Commission staff and the negative impact on the District at that time. Mrs. Herschberger urged the Personnel Commission to maintain the current staffing level.**

2. Request to Speak on Non-agenda Items  
**None**

## **II. Action/Discussion Items/or Other Information:**

### **A. Action Item(s):**

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission  
Budget: *See attached*  
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **2 – 0**

- **TIME OPENED: 5:12 p.m.**

Motion to Adopt Personnel Commission Budget for 2012 - 2013: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **2 – 0**

Motion to Close Public Hearing: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **2 – 0**

- **TIME CLOSED: 6:00 p.m.**

**Dr. Young presented a brief background of his meetings with Ms. Debra Moore Washington regarding the proposed transfer of assignments from Human Resources to the Personnel Commission. Agreement was reached to transfer five (5) assignments that deal with classified personnel.**

**Mrs. Washington expressed the District’s preference for 0.5 FTE reduction within the Personnel Commission; however, the transfer of specified duties from Human Resource to the Personnel Commission is being considered. She provided a detailed explanation of the process developing her organizational chart.**

**Commissioner Sidley inquired about timelines for implementation of the assignments’ transition. Mrs. Washington estimated a few weeks.**

**Mrs. Beth Papp, Human Resources Technician, expressed her concern regarding the staffing in Human Resources.**

**Mrs. Cindy Johnston, Human Resources Technician, requested clarifications regarding the transferred assignments and duplication of duties.**

**Mrs. Lisa Burton, Accounting Technician, expressed her support of maintaining the current staffing within the Personnel Commission.**

**Dr. Young stated that the current staff is able to effectively absorb the proposed assignments from Human Resources before the beginning of the new fiscal year.**

Commissioner Inatsugu inquired about the proposed assignments should a layoff in the Personnel Commission take place. Dr. Young stated that these assignments would remain with Human Resources. In addition, there would be a negative impact on the District as took place in the past when the Personnel Commission was short of staff.

Dr. Young also discussed the possibility of adjusting the budget in the next fiscal year with the Fiscal Department of Los Angeles County of Education.

Commissioner Inatsugu moved that the Personnel Commission's proposed budget for fiscal year 2012-2013 will be adopted with the following stipulations:

- Per agreement with the District, maintain the current staffing level in the Personnel Commission
- Absorb the transfer of the following duties from the Human Resources Department:
  - Classified Employment Verifications
  - Classified Unemployment Insurance Claims
  - Board Agenda Reports
  - Instructional Assistant – Special Education Substitute Desk
  - Employee Processing for Non-Merits

The process of transfer of duties will begin immediately, and it will be accomplished no later than 21 days after May 22, 2012.

## II. Closed Session:

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

- Employment of Personnel Commission Staff

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:35 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 5:55 p.m.**

**The Commission reported out of Closed Session at 5:55 p.m. No action was taken.**

## IV. Next Regular Personnel Commission Meeting:

Tuesday, June 12, 2012, at 5:00 pm - *District Office Board Room*

**V. Adjournment:**

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

Motion by: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **2 – 0**

**TIME ADJOURNED: 6:03 p.m.**

Submitted by:

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Wilbert Young, Ph.D.  
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.  
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