



## **SPECIAL PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**April 4, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, April 4, 2019, at 10:06 a.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 Commission's 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 Special Meeting of the Personnel Commission was called to order at 10:06 a.m.
- G.02 Roll Call:** Commissioners Inatsugu, Waterstone, and Commissioner Appointee Stewart were present.
- G.03 Pledge of Allegiance:** Commissioner Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** April 4, 2019

**It was moved and seconded to approve the agenda with the following amendments. 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.

- Agenda Item D.01 – “Discussion Items – Recruitment of Director of Classified Personnel” and “Closed Session” were moved before “Consent Calendar.”
- The language stating that “a discussion regarding revisions to the classification specifications and examination will be held in closed session...” was revised to “a discussion regarding revisions to the classification specification as they relate to examination materials will be held in closed session...”

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

**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):

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Director of Classified Personnel	4
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**It was moved and seconded to approve an alternate Consent Calendar motion for the Agenda Items C.01. The motion passed.**

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

**REPORT AND DISCUSSION**

- Commissioner Waterstone stated that the Commission has discussed this item. The extension of the list is a good option to expedite the process, but the Commission unanimously agreed that it is in the District’s best interest to do the Commission’s due diligence and open a new recruitment and not move forward with the eligibility list extension.
- The Commission encourages the candidates on the list to apply; hence the Commission directs Director Rowen to contact those on the list and encourage them to apply in the new recruitment.

### **III. 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.

#### D.01 Recruitment of Director of Classified Personnel

#### **REPORT AND DISCUSSION**

- Director Rowen expressed gratitude and appreciation of working for the District. He has received the opportunity to join the Los Angeles County Office of Education as an Executive Director of Classified Human Resources.
- Director Rowen presented three (3) recruitment strategies for the Director of Classified Personnel. First two options would involve a new recruitment managed either within the Personnel Commission department or by an outside consultant. The third option would be to extend the existing eligibility list that recently expired in early March.
- Commissioner Waterstone congratulated Director Rowen on his new position with the Los Angeles County Office of Education.
- Commissioner Inatsugu presented several points to consider in the recruitment and hiring process of a new Director of Classified Personnel. She posed a question regarding essential skills and abilities of the new director, and how they should frame the recruitment process.
- Commissioner Inatsugu proposed to review and re-evaluate the framework of the last recruitment.
- Commissioner Inatsugu inquired about the possibility of extending the existing eligibility list.
- Commissioner Inatsugu pointed out the District's vacancies created by SERP, Special Education's needs- based on FCMAT's recommendations, and also a classification and compensation study, a negotiation item between the District and SEIU. She expressed the need to hear from Director Rowen, Ms. Cartee-McNeely, and Dr. Kelly in order to learn how these matters will impact the work demands on the Personnel Commission.
- Commissioner Inatsugu suggested to discuss hiring an outside interim director until a permanent director is selected.
- Commissioner Inatsugu emphasized discussing timelines based on Director Rowen's last day with the District.
- Dr. Kelly expressed his appreciation for Commissioner Inatsugu's points to consider in the Director of Classified Personnel recruitment.
- Dr. Kelly commended the Personnel Commission staff for pro-active approach and early initiation of several recruitments for vacancies created by SERP. The District is currently evaluating which of these vacant positions will be filled for the start of the new school year.
- Dr. Kelly emphasized the importance of reflection on the previous recruitment process.
- Dr. Kelly offered the District's assistance and support for the Personnel Commission staff.
- Ms. Cartee-McNeely concurred with Commissioner Inatsugu and Dr. Kelly's comments. She added that there will be additional vacancies at

the end of this school year; hence, the work load of the Personnel Commission in the next few months will be enormous.

- Director Rowen provided a detailed summary of the previous recruitment and examination process.

**IV. 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 closed session.

- None

**V. CLOSED SESSION:**

The Commission adjourned to closed session at **10:31 a.m.** pursuant to Government Code Section 54957 to discuss:

**A. PUBLIC EMPLOYMENT**

Title: Director of Classified Personnel

The Commission reconvened into open session at **11:50 a.m.** and reported on the following action taken in closed session:

**The Commission unanimously agreed to seek an appointment of an interim director and proceed with a new recruitment for the position of a Director of Classified Personnel.**

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

**Thursday, April 18, 2019, at 4:30 p.m. – District Office Board Room**

**VII. 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	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**TIME ADJOURNED: 11:55 a.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.