

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

MINUTES

PERSONNEL COMMISSION RETREAT

SEIU & District staff representatives invited to participate

March 9, 2010 @ 4:00 p.m. - 5:30 p.m.

District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

A. Call to Order: The Personnel Commission Retreat was called to order at 4:07 p.m.

B. Roll Call: Commissioners Pam Brady, Suzanne Kim, and Shane McLoud; Assistant Superintendent, Human Resources, Dr. Michael Matthews; Director of Classified Personnel, Dr. Wilbert Young; SEIU Chief Steward Keryl Cartee-McNeely; and Administrative Assistant Jana Hatch were present

C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

E. Summary of the Personnel Commission Retreat – January 13, 2009

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is 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
2. Request to Speak on Non-agenda Items

II. Mission of Personnel Commissioners: The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of “like pay for like work.”

A. Why did you volunteer for this job?

- Proponent of the Merit System
- Community Responsibility

Commissioner Kim had extensive knowledge about the Personnel Commission and wanted to experience it from the perspective of a Personnel Commissioner. She also wanted to give back to the District for the great education her sons received in the local schools.

Commissioner McLoud continues serving the District providing the best education to its students.

Commissioner Brady wanted to learn more about the Personnel Commission as a Board member. She believes in the fundamental principles of the Personnel Commission to be fair and consistent providing a safe environment for all classified employees in order to fulfill the District’s goals.

Dr. Young believes in promoting fair treatment of all employees.

Dr. Matthews described an ideal Personnel Commissioner as an individual with a primary goal to serve the District in a fair and consistent manner.

B. What do you hope to accomplish?

Commissioner Kim would like to maintain open communication across the District regarding the current financial situation as employees fear for their jobs. She also emphasized the importance of collaboration with the District to distribute the proper message.

Commissioner Brady agreed that the open communication is one of the transparency tools especially important during the challenging economic time.

Ms. Keryl Cartee-McNeely, Chief Steward, perceives a Personnel Commissioner as an ambassador of the Merit Rules regardless of the District and the Union agenda where process and procedures are fundamental.

Commissioner McLoud would like to improve the quality, consistency, and value of the employee performance evaluation process. His second goal is to support the process, but also to have the courage to question and improve it so that the schools can do the best job possible.

Commissioner Brady would like to continuously focus on transparency and setting goals for the Personnel Commission. She would like to develop a clear procedural structure as a foundation for employees to understand and even for future Commissioners as their starting point.

Dr. Young stated that developing the procedural manual in electronic format is one of his major goals for the department.

Commissioner Brady and Dr. Matthews commended staff for a great web site. Dr. Young stressed the need to educate District employees about the on-line resources located at the Personnel Commission web site.

III. Improving Personnel Commission's Transparency throughout the District:

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.

Current Commission Goal:

The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplishing its work in a transparent manner.

Consensus for 2010?

Commissioner Kim noted that even though processes are clear, site managers will take time to understand them- as well as the timelines. Dr. Young added that many employees do not discern the different roles of Human Resources and Personnel Commission. He proposed to conduct in-house training regarding the personnel functions of both departments. Dr. Young suggested a simple and courteous method of redirecting employees to the proper department. Commissioner McLoud encouraged the Personnel Commission to improve the outreach explaining the personnel functions in order to eliminate confusion.

Commissioner Kim brought up the differences of hiring certificated and classified staff and the specifics the hiring authorities face with the classified hiring process. Dr. Matthews shared his advice to the hiring authorities when they are not satisfied with the candidate pool to hire the least qualified candidate as it was his situation with the Director of Information Services.

Commissioner McLoud inquired about preventive measures to increase the District's employees understanding of the functions and improving the candidate pool.

Ms. Keryl Cartee-McNeely, Chief Steward, explained the process in which the subject matter expert sets the standard by creating the testing level in order to get qualified candidate pool.

Dr. Young noted that managers have to have better understanding of working within the Merit system that is established by the Education Code.

Commissioner McLoud proposed to set a goal regarding the improvement of employee performance evaluations.

Dr. Matthews recommended providing further assistance to the hiring authorities explaining the process clearly.

Dr. Young also stressed the Personnel Commission's need to be more "client centered." One of the effective tools is the Recruitment and Examination Plan that staff uses in a collaborative manner with the hiring authorities to review the examination process and clearly understand the managers' requirements and needs. Commissioner Brady stressed the need to work in a collaborative manner pulling resources together.

Ms. Cartee-McNeely suggested holding Personnel Commission meetings in various school sites like Santa Monica High School. Commissioner Brady would like to receive feedback from the classified employees regarding their interest in attending the meetings at the school sites. Ms. Cartee-McNeely offered getting the employees' input.

Commissioner Brady revised the current Commission goal: "The Personnel Commission is committed to accomplish its work in a user-friendly transparent manner."

Commissioner Brady introduced the Personnel Commission strategic goals for next year asking for feedback.

Ms. Cartee-McNeely complimented on the goals' clarity.

A. Why is transparency necessary?

B. What can we do to improve transparency/communication?

C. How is the transparency achieved and what else could be done?

As these questions relate to:

1. The Board of Education

- One on one meetings with staff
- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Letters
- Summary of reports/meetings
- Superintendent meetings
- Round table discussions

WHAT ELSE????

2. SEIU Local 99

- One-on-one meetings
- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Letters
- Summary of reports/meetings

WHAT ELSE????

3. Employees

- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Letters

WHAT ELSE????

4. Public

- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Recruitment and Testing
- Letters

WHAT ELSE????

IV. Strategic Mission Planning and Goals Setting for the Personnel Commission:

A. Review of the District Mission

B. Review of the 2010 Personnel Commission Strategic Goals

Communication:

- Provide two way communication structure with all constituent groups.
- Coordinate with Human resource department on a comprehensive procedure manual conducting trainings with each constituent group.
- Regularly visit and communicate with sites and departments.

Governance Management:

- Meet core budgetary responsibilities and demands.
- Provide meaningful opportunities for commissioners training and development.

Merit Rules:

- Collaborate with District and SEIU to implement a 3 year maintenance plan for auditing classification specifications by job families.
- Continue timely review and updating of *Personnel Commission Rules*.

Classified Staffing Management:

- Be pro-active in classified recruitment and testing.
- Communicate and publicize a recruiting system which provides hiring management a list of qualified applicants in a timely manner.
- Provide the commissioners and department with internal and external comparable merit data to enhance recruitment techniques to identify areas of best practices and improvement

Employee Satisfaction:

- Continue a professional skills development plan for each staff member in the classified commission personnel office and complete annual employee evaluations in a timely manner

(on regular meeting agenda later tonight for adoption with or without corrections)

V. **Adjournment:**

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

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED: 5:34 p.m.

Submitted by:

Wilbert Young, Ph.D.
Secretary to the Personnel Commission
Director, Classified Personnel