

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

MINUTES

REGULAR MEETING
August 16, 2005 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:06 p.m.**
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Celia Carroll**
Seconded by: **Pam Brady**
Vote: **3 - 0**

- E. Public Comments: This is an opportunity for employees or citizens to make suggestions and identify concerns about matters on the agenda, other Classified Personnel matters, or suggest topics for future agendas. Those wishing to address the Commission are requested to fill out a card to address the Personnel Commission. Comments may be made to a particular agenda item or during the Public Comments section of the meeting. Members of the Personnel Commission and the staff appreciate your comments. The Brown Act [*Government Code*] states that Commission Members may not engage in discussion of non agenda items raised during "Public Comments" except to ask clarifying questions, make a brief report on his or her own activities, or to refer the matter to staff.**

No Public Comments

- G. Communications: The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less. However, if more time is necessary, or if a report will not be presented, please notify the Director of Classified Personnel/Secretary to the Personnel Commission prior to the date of the meeting.**

1. SEIU Report - **Chief Steward of SEIU Cartee - See Attachment**
2. Board of Education Report

Dr. Soumakian reported on FileMaker Pro. He will conduct training for Office Managers.

Commissioner Brady addressed Dr. Soumakian with a question about whether or not it was possible to track all facets of employee-related actions using Position Control System.

Commissioner Brady requested information about the percentage of revenue received from NCLB from Dr. Soumakian.

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- A. SMMUSD HR News** – overviewed
- B. *Medical Provider Networks: Providing Quality Medical Treatment and Cost Containment by Keenan & Associates*** – overviewed
- C. Overview of Staffing Issues:**
 - Goals: Short-term
 1. Hire Staff
 2. Client-based Recruitment Process
 3. Establish a Sound Working Relationship with SEIU and the District
 4. Visit School Sites
 5. Update/Revise Merit Rules

Commissioner Brady requested Dr. Young's overview point to be included in the Revised Merit Rules.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

Consent Items to be approved in One Motion:

- A. Approve Classified Personnel – Merit Report - Recommendation No. A. 11**
July 28, 2005
- B. Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 12**
July 28, 2005
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u>#Eligibles</u>
Administrative Assistant	2
Cafeteria Worker I	3
Senior Office Specialist	2

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

B. Approve Classified Personnel Staff Employment

1. Wilbert Young, Ph.D. Director of Classified Personnel

Agenda reordered. Item moved from section D. to Discussion/Action Items

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advance Step Placement for new hires in the classification of Occupational Therapist pursuant to Personnel Commission Rule in the classification of Director of Classified 12.2.4 (B): Heather Hire, Karrie Kingsley, Jessica Martino, Vanessa Mesner, Mindy Wolf

Chief Steward of SEIU Cartee suggested that the applicants for Advance Step Placement should be presented individually. She stated she does not support that a hiring authority should guarantee a salary increase.

Commissioner Barnard responded to Chief Stewardess of SEIU Cartee’s statement. He said that the hiring authority may put forth the best effort to recommend an advanced step salary.

Commissioner Barnard would like to have more information about each individual and salary placement. He and Commissioner Brady requested a form for Advance Step Placement.

Commissioner Brady stated that the Director of Classified Personnel may provide the justification for Advance Step Placement verbally.

Dr. Soumakian indicated that salary is a major determination of the Advance Step Placement with respect to the Special Services Contracts.

Commissioner Barnard noted that if the difficulty of the recruitment was referenced, he would have been in a more informed position to support the Advance Step Placement.

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

2. Personnel Analyst position in Classified Personnel

Commissioner Barnard offered suggestions with regards to the required knowledge and minimum qualifications of classification specifications of Personnel Analyst. The effective customer service component should be added to the required knowledge and the minimum qualifications should be revised.

Chief Steward of SEIU Cartee supported the need to hire a Personnel Analyst.

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

B. Discussion Item(s):

1. Approve Classified Personnel Staff Employment
 Wilbert Young, Ph.D. Director of Classified Personnel

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

2. Personnel Commission's Twelve-Month Calendar of Events
Tabled until next Personnel Commission meeting.
3. Monthly Vacancy Report

Commissioner Brady asked why the vacant position does not have the name of the person who previously held this position. He suggested that the information should be provided by the supervisor requesting to fill the vacancy or the hiring authority.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioners Brady and Carroll expressed concern about Merit Rules and the need to update them.

Commissioner Brady agreed to a new three-year term.

Commissioner Brady attended CSEA Conference representing the California State PTA.

B. Future Items

Recommendation was presented to revise the Merit Rules.

Requests for Advance Step Placement for Dr. Young, Director of Classified Personnel and Jana Hatch, Administrative Assistant in Classified Personnel.

VI. Next Regular Personnel Commission Meeting:

Tuesday, September 20, 2005, at 5:00 pm - *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.

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

TIME ADJOURNED: 6:54 p.m.

Submitted by:

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. 277.