



**SPECIAL PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**October 13, 2021**

**PERSONNEL COMMISSIONERS:** Mrs. Lauren Robinson and Mr. Phillip Tate

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 13, 2021, at 4:00 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, October 12, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 4:03 p.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**G.03 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

- **None**

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.

**II. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of October 1, 2021, through October 31, 2021

**It was moved and seconded to approve the Director’s recommendations for Agenda Item II.A.01 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- Commissioner Tate inquired about the format of future meetings.
- Director Kahn provided a rationale for approving the resolution regarding teleconferencing in order to reduce risks to the health or safety of meeting attendees. The Board of Education has been through the exact process of approving remote sessions one (1) month at a time.

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

Wednesday, October 13, 2021, at 4:30 p.m. – *via Zoom*

**IV. 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
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**TIME ADJOURNED: 4:07 p.m.**

Submitted by:

\_\_\_\_\_  
 Joshua Kahn  
 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.