

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

3:30 PM, December 8, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Director Dixon expressed her appreciation that Commissioner Cunningham accepted reappointment for another term of three years. The Board/District feel fortunate to have him as the Board appointee.

3. APPROVAL OF THE AGENDA FOR THE December 8, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the December 8, 2020, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE November 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the November 10, 2020, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association-April Llamas had not yet joined the meeting at the time of this item. Director Dixon said Ms. Llamas would want to say she is very appreciative of classified staff for working as a team to complete work amid all that is going on currently.
- B. San Dieguito Union High School District-Tina Peterson was unable to attend this meeting. Director Dixon stated the District would want to express the same sentiment as above.
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ORGANIZATION OF THE PERSONNEL COMMISSION

Public Comments-None

A. Election of Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM seconded by JOHN BAIRD, that Jeff Charles be nominated as Chair of the Personnel Commission for 2021.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that nominations be closed. Jeff Charles is elected as Chair of the Personnel Commission for 2021.

Jeff Charles-Abstained

John Baird-Aye

Justin Cunningham-Aye

Passed with two Ayes

B. Election of Vice-Chair for the Personnel Commission

It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM that John Baird be nominated as Vice-Chair of the Personnel Commission for 2021.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, that nominations be closed. John Baird is elected as Vice-Chair of the Personnel Commission for 2021. John Baird abstained

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with two Ayes

7. PERSONNEL COMMISSION MEETING CALENDAR – 2021

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the schedule for the regular meetings of the Personnel Commission for 2021 as listed on the attached

supplement, “Personnel Commission Meeting Schedule 2021”, to be held at 3:30 P.M., either virtually or in the District Office Board Room #101.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

Commissioner Baird wanted to make sure the calendar can be modified if necessary. Director Dixon explained that dates can be modified as an action item and commissioners can let her know if a change needs to be placed on a future agenda.

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification, effective 11/09/20. *Commissioner Baird noted there were several external candidates who scored above the promotional candidate and that he believes an entry-level classification such as Receptionist should be a promotional opportunity for employees who want to transition from other fields such as Instructional Assistant.*
- John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Grounds Maintenance Equipment Operator, SR 41, Open/Promotional-Dual Certification, effective 11/23/20. *Commissioner Charles stated it was nice to see that the top three ranks were current employees. Some discussion followed regarding the promotional candidates.*
- John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve extension of eligibles on the Eligibility List for Custodian, SR 32, Open/Promotional – Dual Certification. After discussion, JEFF CHARLES amended the original motion and it was seconded by JOHN BAIRD, to extend the Eligibility List for Custodian, SR 32, Rank #9, Open/Promotional-Dual Certification, through 2/27/21. *Director Dixon explained that the recommendation is to ensure to the extent possible that when vacancies for Custodian occur we have a sufficient number of candidates available to make job offers. One of the candidates whose eligibility had recently expired is still interested in employment so the request is to extend his eligibility to match the 2/27/21 date of the others. As there are only a few eligibles remaining on the list, she would like to post the recruitment after the winter break so that a new list is ready when this one expires. She further explained that this action would not negatively impact existing employees since all but one of the promotional candidates has been hired and the remaining one was not currently interested in the classification. Commissioner Cunningham stated that it seems*

like a situation where what needs to be done should be done to fill vacancies provided there aren't concerns from the commission which there are not.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- D. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 11/19/20, individual eligibility for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- E. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Severe, SR 36, Open/Promotional, updated 12/01/20, individual eligibility for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- F. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Irrigation Specialist SR 41, Open/Promotional-Dual Certification, effective 12/03/20.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. ELIGIBITLY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Administrative Assistant III, SR42, Promotional Only, for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report – *Director Dixon applauded the effort and time Barbara Bass has spent to ensure the eSkill virtual testing system is working as intended. Commissioner Charles mentioned that the vacancy report is much shorter than the past few months.*

- B. Personnel List Report – *Commissioner Baird inquired who processes Leave of Absence requests. Director Dixon explained that Laura Romero is responsible for LOA.*

C. Other – Director Dixon suggested CSEA President, April Llamas, be permitted to provide public comment at this time since she had not been in attendance earlier. Ms. Llamas stated the Board is entertaining the idea that more students return to campus in January, which has generated a lot of work for CSEA. Commissioner Charles asked if COVID testing had begun for employees. Director Dixon explained that all employees were tested in November and will continue to be tested every two months on a rotating basis. Employees report their health and work status online each morning. Our website displays a COVID Dashboard with case updates weekly.

10. CORRESPONDENCE – None.
Public Comments-None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 12, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. ADJOURNED – 4:26 PM