

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

Regular Meeting Minutes

3:30 PM, June 9, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird
Jeff Charles
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

April Llamas
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE June 9, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the June 9, 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 May 12, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes, with revisions as described (Item 9.A.), for the May 12, 2020, Personnel Commission Regular Meeting.

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

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to extend the Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 1/27/20, from 7/27/20 to 8/27/20. *Commissioner Baird commented that there were 15 ranks and that he thought the Rules said lists can be extended if there were limited applicants. Director Dixon clarified that the Education*

Code and our Rules permit eligibility lists to be extended. She stated that it is a strong list and although a couple of selections have been made there are still a number of highly qualified people. She further stated that our Rules permit us to use this list to certify candidates for the Receptionist vacancy at San Dieguito HS Academy or other lower level related classifications. The one month extension will hopefully get us through the period of time it will take to sort out the virtual testing situation and these candidates have been thoroughly vetted through a comprehensive testing process. Commissioner Baird asked if one month was sufficient, Director Dixon responded that the extension date could be revisited at the August meeting if needed. Commissioner Baird asked about the status of vacancy requisitions that are on hold at this time. Director Dixon stated that the District Executive Cabinet meets regularly on approving positions.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

6. RECORDING PERSONNEL COMMISSION MEETINGS

Director Dixon reminded those in attendance that this item is on the agenda because an employee had made an inquiry to CSEA President April Llamas prior to the last meeting and due to limitations on discussion of items not on the agenda per the Brown Act, it was placed on the June meeting agenda. Dixon shared the information she said she would obtain: recording Personnel Commission meetings would not incur equipment costs because in 2018 the board took action to record meetings so the equipment is already in place; however, a Network Technician would be compensated at time and a half for the time spent operating the equipment and editing which would be roughly \$125 per meeting; our surrounding merit districts are not recording their virtual meetings although a couple of school boards record meetings; and the only legal reference she found was the Government Code which states you can't prohibit someone who is attending a meeting from recording as long as it's not disruptive. She stated she has been thinking about the pros and cons but would see if commissioners wanted to speak first. Commissioner Baird asked if the request came about because of COVID and doing meetings on Zoom, that was his understanding. Commissioner Charles made the distinction between recording a meeting (which we already are doing) and posting the recording on the website; the question going forward is do we want to post them. He further stated that Zoom meetings are easy to record and post whereas in person meetings require production and post production and there can be technical problems but the \$1500 cost per year isn't bad if it benefits the public. Director Dixon thought the request was ongoing. Commissioner Baird asked CSEA President April Llamas if she knew; the two of them thought it might be specific to the pandemic. Commissioner Baird stated he didn't want to spend the money if it's not an ongoing interest. Dixon agreed that if there is public interest to justify the expense that's one thing, if not it's harder to justify. Director Dixon shared that she appreciates the casual environment of our meetings and wonders if meetings would need to be more formal and structured like other public meetings if they are recorded and available for public view and whether anonymity could be maintained with recording. Commissioner Charles wondered if the request came out of concern for equity of access. Commissioner Baird suggested asking President Llamas to ask the employee if it's due to the uniqueness of COVID-19 as opposed to our regular meetings in the Board Room. Director Dixon will follow up with President Llamas.

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Executive Cabinet is reviewing all positions regarding budget and reopening date prior to staffing. Moving forward with staffing some positions depends on the reopening platform, which is still undecided.
- B. Personnel List Report
- C. Other – Director Dixon provided a virtual testing update. Director Dixon and Barbara Bass have been reviewing the options offered by the vendor eSkills; they are aware of two districts who have

purchased eSkills and two others who are reviewing it at this time. eSkills has been mostly with private sector companies, so educational institutions are a new arena for them. There are currently about 600 competencies in their data base. Our PC Budget for 2020-21 includes funding for this purchase or another option if needed.

8. CORRESPONDENCE – None.

9. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association-April Llamas heard from employees that they appreciated the recognition Susan Dixon created by distributing signs, balloons and treats to all EOY site choices. John Baird applauded Director Dixon for the huge impact this makes to employees.

B. San Dieguito Union High School District-Tina Peterson commended Susan Dixon on the poetry for EOY and she acknowledged the efforts and attitude of classified employees whether working remotely at home, at a site or a combination of the two for the amazing job they are doing.

C. Public –None

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary

11. ADJOURNMENT – 4:54 PM