

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

Regular Meeting Minutes

3:30 PM, January 11, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE December 14, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the January 11, 2022, Personnel Commission Regular Meeting.

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

4. APPROVAL OF THE MINUTES OF THE December 14, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the December 14, 2021, Personnel Commission Regular Meeting.

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

Commissioner Cunningham amended the motion to correct the meeting type, the agenda incorrectly stated "special" meeting.

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-Wayne Baldwin, CSEA President, did not have a comment.
- B. San Dieguito Union High School District-Dr. Olga West, Associate Superintendent of Human resources was unable to attend due to a board meeting.
- C. Public –Commissioner Baird asked for an update from Commissioner Cunningham regarding his call to Dr. West to discuss the role of Personnel Commission staff. Commissioner Cunningham said that he was informed that a plan was being developed to address the concerns of the commissioners.

ACTION ITEMS-(See Supplements)

- 6. Public Hearing: Appointment of Personnel Commissioner
At the Personnel Commission special meeting held on December 7, 2021, John Baird (CSEA appointed commissioner) and Justin Cunningham (Board appointed commissioner) publicly announced that Jeff Charles is their intended “joint-appointee” to the Personnel Commission for the December 1, 2021 – December 1, 2024 term of service.
 - A. Open Public Hearing: *The public hearing was opened at 3:48 P.M.*
 - B. Call for Public Comment: *Mr. Baldwin had stated prior to public comments that he was happy to have Commissioner Charles back. Carlos Magana thanked Commissioner Charles for his service. Commissioner Charles said he is happy to be back.*
 - C. Close Public Hearing: *The public hearing was closed at 3:50 P.M.*

- 7. Appointment of Personnel Commissioner
The Appointee of the Governing Board and the Appointee of the Classified Employees appoint Jeff Charles to the December 1, 2021 – December 1, 2024 term.
It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to appoint Jeff Charles to the Personnel Commission for the December 1, 2021 – December 1, 2024 term.
John Baird-Aye
Jeff Charles-Abstain
Justin Cunningham-Aye
Passed with two Ayes

- 8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments-None
 - A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual certification, updated 12/13/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye

Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 12/16/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Production Assistant, SR 33, Open/Promotional-Dual Certification, effective 12/17/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 12/17/21, 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 JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, effective 12/17/21, eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- F. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification updated 12/20/21, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 12/21/21, individual eligibility valid for six

months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 12/22/21, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- I. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to pull item 8. I. from the agenda.
Motion by _____, second by _____, to reinstate an Eligibility List for Registrar, SR 40, Open/Promotional, eligibility extended to 1/31/22. (may be pulled if fewer than three ranks interested)

9. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six month Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month eligibility list for HVAC Technician, SR 49, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Registrar, SR 40, Open/Promotional. (may be pulled if eligibility list

extended during Item 8.1.)
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

10. ASSEMBLY BILL 361

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold the February 8, 2022 Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report
- B. Personnel List Report
- C. Other

12. CORRESPONDENCE-

Public Comments- None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 8, 2022, at 3:30 P.M. It was determined that this meeting will be held virtually as voted earlier in today's meeting.

14. ADJOURNMENT – 4:34 P.M.