

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
501 N. Crescent Way, Anaheim, CA 92803

MINUTES

REGULAR MEETING

November 10, 2020 @ 3:30 p.m.

This meeting was held remotely via Google Meets

Electronically Recorded

Instructions on Public Comments: Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction, but not scheduled on this meeting's agenda, may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mr. Paul Andresen, Ms. Audrey Cherep, and Mr. Charles Darrington

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:30 p.m.**
- B. Roll Call: Commissioners Andresen and Cherep were present.**
- C. Pledge of Allegiance: Commissioner Andresen led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: November 10, 2020**

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep		✓		✓			
Charles Darrington	✓			✓			

- E. Motion to Approve Minutes: October 13, 2020**

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Charles Darrington		✓		✓			

F. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

○ General Comments

- *Executive Director of Classified Personnel, Brandon Tietze, discussed the recent recruitment process for Assistant Superintendent of Business Services. He stated that he was pleased with the process, and the applicant pool. Mr. Tietze thanked Human Resources Analyst, Eugene Gorenshteyn, for his work on the recruitment, as well as Interim Assistant Superintendent of Business Services, Colleen Patterson, for her help.*
- *Mr. Tietze announced that Human Resources Classified hired Substitute Human Resources Technician, Martinique Gregory, to help out the department while other staff members are on Leaves of Absence.*
- *Mr. Tietze discussed that the Teachers and Instructional Assistants would be returning to work soon and the implications of that.*
- *Mr. Tietze thanked Employee Relations Analyst, Melanie Thomasson, for all of her work regarding the many Leaves of Absence that she is processing at this time.*
- *Mr. Tietze discussed some upcoming projects that the department will be taking on, including a virtual version of the new employee orientation.*
- *Mr. Tietze acknowledged the work that has been done by Human Resources Director, Scott Jensen, in the transition to doing more and more things virtually.*
- *Mr. Tietze noted that Human Resources Classified will be working on updating the department's salary study as well as revising several classifications.*

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- *Personnel Commission Chairperson, Paul Andresen, thanked former Assistant Superintendent of Business Services, Jennifer Root, for her work with AUHSD, and wished her well in her new position.*
- *Mr. Andresen discussed a CSPCA webinar that he and Mr. Tietze recently attended.*

H. Communications: 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.

1. AFSCME Report

None

2. Board of Trustees/Superintendent Report

- *Board of Trustees President, Annemarie Randle-Trejo, thanked Human Resources Classified for their work during this time, especially related to the hiring of the new Assistant Superintendent of Business Services.*

- *Ms. Randle-Trejo updated the Commission regarding the District's ongoing effort to support the community during this difficult time by providing meals to over 18,500 households, as well as opening Covid-19 testing centers that have tested over 5,000 people so far.*
- *Ms. Randle-Trejo noted that the students of AUHSD are scheduled to return to the classroom in January, but that this could change depending on the number of Covid cases.*

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

- *Director of Human Resources Certificated, Scott Jensen, discussed some of the new virtual platforms that HR is using.*
- *Mr. Jensen gave kudos to Human Resources Classified for the way that the virtual interviews for Assistant Superintendent were executed.*
- *Mr. Jensen discussed some of the issues related to the new virtual learning model that are affecting his department.*

I. 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

II. Consent Calendar: Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approval of Classified Personnel Eligibility List(s):

<u>List Establishment</u>	<u># Eligibles</u>
ASB Accounting Technician	10
Assistant Superintendent of Business Services	05
Secretary Attendance	13
<u>List Abolishment</u>	<u># Eligibles</u>
None	

List Extension(PC Rule §6.1.3.: *Duration of Eligibility Lists*)**# Eligibles**

None

It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep	✓		✓			
Charles Darrington		✓	✓			

III. Action/Discussion Items/or Other Information:

A. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

None

B. Action Item(s): These items are presented for ACTION at this time.

1. Revised Classification(s):

Recommendation: *Approve*

a. Approval of the revised classification of Electronics Technician within the Facility Services job family.

- *Mr. Tietze noted that the only revision being proposed is to add "security cameras" to the list of equipment that the Electronics Technician may be required to maintain.*

It was moved and seconded to approve all action items as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen		✓	✓			
Audrey Cherep			✓			
Charles Darrington	✓		✓			

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – October

4. Eligibility List Expiration – November

<u>List Expiration</u>	<u># Eligibles</u>
Athletic Facilities Worker II (Female)	07
Athletic Facilities Worker II (Male)	19
Athletic Trainer	05
Food Service Operations Supervisor	05
Health Services Technician	12
Instructional Assistant – Behavioral Support	14
Plant Manager I	21
Plant Manager II	36
Secretary – Attendance (Bilingual)	11
Secretary – Registrar/Records	08
Secretary – Registrar/Records (Bilingual)	08

IV. Next Regular Personnel Commission Meeting:

Tuesday, December 8, 2020, at 3:30 p.m. – *via Google Meets*

V. Closed Session:

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

None

VI. 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 Personnel Commission meeting. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen		✓	✓			
Audrey Cherep	✓		✓			
Charles Darrington			✓			

TIME ADJOURNED: 4:00 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District