

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**December 8, 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, Cherep, and Darrington were present.
- C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** December 8, 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:** November 10, 2020

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

- The minutes erroneously stated that Commissioner Darrington was absent from the meeting. He was present.

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

**F. Election of Personnel Commission Officers for the term of December, 2020, to December, 2021.**

- Election of Chairperson: Audrey Cherep

**It was moved and seconded to approve the election of Audrey Cherep as Personnel Commission Chairperson. The motion passed.**

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

- Election of Vice-Chairperson: Paul Andresen

**It was moved and seconded to approve the election of Paul Andresen as Personnel Commission Vice-Chairperson. The motion passed.**

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

**G. 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, updated the Commission regarding the department's work on filling the upcoming vacancies created by the SERP early retirement incentive program.*
  - Mr. Tietze thanked the SERP retirees for their years of service and wished them well on their upcoming retirement.*
  - Mr. Tietze thanked Human Resources Assistant, Jeff Gilbert, for his work on the SERP Program.*
  - Mr. Tietze announced that employees are again being allowed to work from home, but that some staff will continue reporting to work sites.*

- *Mr. Tietze thanked Employee Relations Analyst, Melanie Thomasson for her work coordinating the many Leaves of Absence related to COVID-19.*
- *Mr. Tietze discussed the continued repurposing of employees whose jobs can not be performed from home.*
- *Mr. Tietze thanked Substitute Human Resources Technician, Martinique Gregory, for her work in the Human Resources – Classified department.*
- *Mr. Tietze thanked Human Resources Technician, Maryam Daghighian, for her continued work for the department. He praised her for the extra responsibilities she has taken on while the HR Technicians have been on a Leave of Absence.*
- *Mr. Tietze wished everyone happy holidays and a happy new year.*

**H. 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 Vice-Chairperson, Paul Andresen, thanked Mr. Tietze for the work that the Human Resources department is doing.*

**I. 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

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

None

**J. 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):**

**List Establishment** **# Eligibles**

Bus Driver 06

Instructional Assistant – Behavioral Support 74

Instructional Assistant -  
Medically Fragile/Orthopedically Impaired 05

Office Assistant 30

**List Abolishment** **# Eligibles**

None

**List Extension** **# Eligibles**

(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Custodian 57

Food Service Assistant III 09

**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.

None

- 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 – November

4. Eligibility List Expiration – December

<b><u>List Expiration</u></b>	<b><u># Eligibles</u></b>
Community Schools Coordinator	07
Food Service Assistant III (Bilingual)	02
Sr. Administrative Assistant - Program Support	01
Sr. Administrative Assistant - Program Support (Bilingual)	01
Sr. Administrative Assistant - School Support	02
Sr. Administrative Assistant - School Support (Bilingual)	05

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, January 12, 2021, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Paul Andresen	✓		✓			
Audrey Cherep			✓			
Charles Darrington		✓	✓			

**TIME ADJOURNED: 3:57 p.m.**

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Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District

*If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.*