

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

January 12, 2021 @ 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 Cherep led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: January 12, 2021**

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: December 8, 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 new practice of allowing many AFSCME positions to work on a rotation schedule, where not everyone is working every day in order to maintain better social distancing among employees. Mr. Tietze also mentioned that most CSEA employees are being allowed to work from home.*
- *Mr. Tietze announced that all Human Resources Classified employees are back to working daily, after several employees had been on leaves of absence.*
- *Mr. Tietze noted that Human Resources continues to help with the coordination of repurposing employees to perform other tasks when appropriate.*
- *Mr. Tietze thanked all employees for their flexibility during these unprecedented times.*
- *Mr. Tietze explained that Human Resources – Classified is mostly caught up with the recruitments to fill the vacancies left by the SERP retirees in December.*
- *Mr. Tietze stated that the department is getting back to classification work, and that he would soon be bringing classification revisions and possibly a new classification to the Commission for approval.*
- *Mr. Tietze announced that a new Intern from Cal State Long Beach will be working in Human Resources – Classified.*
- *Mr. Tietze announced that Sharon Yager's term as the CSEA Chapter President has come to an end, and that Jackie Brock is taking over as the new President. Mr. Tietze thanked Ms. Yager for her work and stated that he looks forward to working with Ms. Brock. Mr. Tietze also thanked AFSCME Chapter President, Adrian Prieto for his work with the District.*

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, Audrey Cherep, thanked the Human Resources – Classified department for all the work that they do.*

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

- *AFSCME Chapter President, Adrian Prieto, thanked the District for the measures that have been taken to keep employees safe. Mr. Prieto also noted on the days that AFSCME employees are not going in to work, they remain on-call.*

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

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>
Bus Driver	07
Instructional Assistant – Adult Transition	26
Network and Program Manager	09
Secretary - Registrar/Records	20

List Abolishment**# Eligibles**

None

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

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.

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 – December
4. Eligibility List Expiration – January

List Expiration**# Eligibles**

Food Service Technician

07

IV. Next Regular Personnel Commission Meeting:Tuesday, February 9, 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.

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

TIME ADJOURNED: 3:45 p.m.

Audrey Cherep
Chairperson, Personnel Commission
Anaheim Union High School District