

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**January 24, 2022 @ 3:30 p.m.**  
**District Office, Board Room**

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. Susan Baltazar, Ms. Audrey Cherep

**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, Baltazar, and Cherep were present.

**C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.

**D. Motion to Approve Agenda:** January 24, 2021

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar		✓		✓			

**E. Motion to Approve Minutes:** December 16, 2021

**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	✓			✓			
Susan Baltazar		✓		✓			

**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.

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commission regarding ongoing issues with employee absences related to Covid-19. Mr. Tietze discussed the challenges associated with covering these absences, and potential solution strategies.*
- *Mr. Tietze thanked Human Resources Technician, Maryam Daghighian, for her work covering for absent Human Resources staff and assisting in the training of new staff.*
- *Mr. Tietze announced the addition of Human Resources Technician, Tatiana Moreno, to the Human Resources – Classified department.*
- *Mr. Tietze thanked Employee Relations Analyst, Melanie Thomasson, for her extensive work related to leaves of absence during the Covid-19 pandemic.*
- *Mr. Tietze noted that the District is nearing the end of union negotiations which will allow him to complete the Classified salary recommendations.*
- *Mr. Tietze appealed to all staff for their patience and flexibility in these difficult and unprecedented times.*

**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 Commissioners Paul Andresen and Audrey Cherep expressed their appreciation for the work being done by Human Resources.*

**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, expressed his concern regarding a rule relate to the Merit System that he believes is not being followed.*
  - *Mr. Tietze agreed to speak to Mr. Prieto along with the Commissioners regarding his concerns after the meeting.*

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

- *Director of Human Resources – Certificated, Scott Jensen, echoed the sentiments of Mr. Tietze regarding the challenges presented by Covid-19 as well as his appreciation for the work being done by staff during this difficult time.*

**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):**

**List Establishment**

**# Eligibles**

Bus Driver	06
Food Services Assistant I	14
Office Assistant	94
Office Assistant – Bilingual	10

**List Abolishment**

**# Eligibles**

None

**List Extension**

**# Eligibles**

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

Secretary – Registrar/Records	14
-------------------------------	----

**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	✓		✓			
Susan Baltazar		✓	✓			

**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 Controller within the Fiscal Support Services job family.
- b. Approval of the revised classification of Director of Transportation within the Student Services job family.

**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	✓		✓			
Susan Baltazar		✓	✓			

**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

<u>List Expiration</u>	<u># Eligibles</u>
------------------------	--------------------

Instructional Assistant – Adult Transition	26
---	----

Network and Program Manager	09
-----------------------------	----

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

Tuesday, February 8, 2022, at 3:30 p.m. – *District Office Board Room*

**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	✓			✓			
Susan Baltazar		✓		✓			

**TIME ADJOURNED: 3:55 p.m.**

\_\_\_\_\_  
Audrey Cherep  
Chairperson, Personnel Commission  
Anaheim Union High School District