Thursday, October 22, 2020, 4:00 p.m.

Pursuant to Executive Order N-71-20, the Personnel Commission meeting will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

Zoom Link: https://cajonvalley.zoom.us/j/93160929251?pwd=S0lpZVBiaGZxQVdmc3dZaS9UTGxCZz09
Meeting ID: 931 6092 9251
Passcode: KXK4Z0Ch2g
Dial-in: +16699009128,,93160929251#,,,,,,0#,,8785623410#

Employees or members of the public who wish to

Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda or before action on the item if the public comment submission indicates preference for the comment to be read before the specific item.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Maritza Diaz at diazm@cajonvalley.net.

MEETING AGENDA

1. REGULAR MEETING OPEN SESSION
   a. Call to Order/Pledge of Allegiance
   b. Roll Call/Establishment of Quorum

Virginia Levenson, Chairperson	☐ present	☐ absent
Victor Garcia, Co-Chairperson	☐ present	☐ absent
Timothy McKay, Member	☐ present	☐ absent

2. PUBLIC COMMENT ± Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission's business. In accordance with the Brown Act, the Commission may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. APPROVAL OF PROPOSED AGENDA

Chapter 179.

d. Personnel Director Report
   i. The Personnel Director will provide information on AB 2234 ±Act to Amend Education Code § 45313
e. Commission Members' Report(s)

8. ADJOURN TO EXECUTIVE SESSION
   a. Conference with Legal Counsel ± Threatened Litigation: One Case [Gov. Code §54956.9(d)(2)]

9. RECONVENE TO OPEN SESSION
   a. Call to Order

10. REPORT OUT EXECUTIVE SESSION

11. NEXT PERSONNEL COMMISSION MEETING
   a. November 17, 2020

12. ADJOURNMENT

Vote: Motion passed, Tim McKay and Victor Garcia in favor; Virginia Levenson voted no.

2. Approve the dual certification of candidates from the Manager-Extended Day Programs eligibility list.

Tim McKay made a motion to deny Dual certification for the Manager-Extended Day Programs eligibility list.

Motion: Tim McKay
Second: None
Vote: Motion did not pass for lack of second.

Virginia Levenson made a motion to approve Dual certification for the Manager-Extended Day Programs.

Motion: Virginia Levenson
Second: Victor Garcia
Vote: Motion passed with Virginia Levenson so via i(e)-11(v)211(n)11(a)-11(g)11(e)-11(r)]TJETQq0.000009

Maritza Diaz, Recording Secretary

b. Presentation by Phillip Gordillo regarding Personnel Director job description and salary allocation

Phillip Gordillo, CSPCA Executive Director, provided a presentation on the salary study conducted for the Personnel Director. Mr. Gordillo explained in detail the comparison district salaries, minimum salary, maximum salary, and comparison of longevity.

Mr. Gordillo also provided the results of the study he conducted for the job description of the Personnel Director position. He stated he emailed with Michael Breyette, CSEA Senior Labor Relations Representative, and spoke with Michelle Hayes, Assistant Superintendent Personnel Services. Mr. Gordillo specified
provided on the CSPCA input job description attached to the agenda.

c. CSEA input and comment regarding Director-Classified Personnel job description and recruitment process

Mr. Breyette stated he submitted a public comment. Ms. Bishop stated the com4(n)-11(p)-11(u)-11(t)51.025 560.6

Michelle Loibl, School Bus Driver,

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

P E R S O N N E L C O M M I S S I O N

Date: September 24, 2020 Zoom Meeting

MEMBERS PRESENT: Virginia Levenson, Chair
Victor Garcia, Vice-Chair
Timothy McKay, Member

STAFF REPORTING: Angela Bishop, Personnel Director
Maritza Diaz, Personnel Specialist-Classified
Michelle Hayes, Assistant Superintendent/Director
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the Commission

1. REGULAR MEETING OPEN SESSION:

The September 24, 2020 meeting of the Personnel Commission was called to order at 4:00 p.m., by Virginia Levenson, Chair. She welcomed the audience.

a. Virginia Levenson led the salute to the flag.

b. Roll Call/Establishment of Quorum

Virginia Levenson, Chair Present
Victor Garcia, Vice-Chairenson, Chair -

Paulette Dole commented regarding two personnel reclassification studies and stated her endorsement of decommissioning the Personnel Commission.

Jessica Guerra inquired regarding legal counsel participation, meeting format and modification to the job description for the Director-Classified Personnel.

Howard Shen commented on the concept of the Personnel Commission and the need for change.

Caitlin Svoboda commented regarding legal counsel presence at meetings and requested information mentioned by Naomie Rodrigues pertaining to records of the events involving the Commission employee.

Maria Morales-Jimenez requested the Commission not approve the Director-Classified Personnel job description, asked that all individual questions and concerns be answered, and inquired as to the -Jimenez also commented that while the Commission has the final say, they should be humble in addressing concerns being expressed.

Michelle Hayes remarked on numerous topics, including the procedures of the September 23, 2020 Commission meeting, functions of the Personnel Commission, proposed changes to the job duties of the Director-Classified Personnel, and the benefits that classified employees are provided in working for the district.

Karen Rossignol made statements on employee perceptions of the Commission, job duties and qualifications of the Director-Classified Personnel position, and informed the Commission needs more time to consider all input.

Chris Ayers remarked on several topics, including public comments deadline, technology suggestions for sharing documents between Commissioners and access for meeting participants, checks/balance of Commission budget, and Commissioner meeting conduct.

Michele Duymich questioned the classification study and pay increase for the Director-Classified Personnel.

Akilah Pineda commented on the need to adjust the salary of the Director-Classified Personnel position.

C.A. asked that the Commission consider ways classified employees can/should be promoted, raises that were issued and the hiring process for the new Director-Classified Personnel.

Tamia Gordon commented on the role of Personnel Commission as an executive board and the meeting procedures that allow participants to listen to the meeting, but not ask questions.

3. APPROVAL OF PROPOSED AGENDA:

A MOTION was made by VICTOR GARCIA and second by VIRGINIA LEVENSON to approve the proposed agenda for the September 24, 2020 Personnel Commission special meeting.

Vote: Motion passed with Ms. Levenson and Mr. Garcia in favor; Mr. McKay voted No.

4. ACTION ITEMS:

a. Approved Revised Job Description
    i. Review and approve recommended revisions to the job description for Director-Classified Personnel

c. Approve Recruitment Plan

i. Presentation and approval of revised recruitment plan for the Director-Classified Personnel

Mr. Gordillo, Executive Director-CSPCA, reviewed the revisions to the recruitment plan, including the revised schedule, potential advertisements and associated costs, changes to the composition of the general fitness panel to include two representatives from CSEA and the selection committee.

The Commission expressed their appreciation of the detailed plan and thanked Mr. Gordillo for his work.

Ms. Hayes inquired at what point the Commission would be taking the revised job description to the Governing Board for approval. Ms. Bishop responded that changes to job description have not been submitted to the Governing Board for any unit, only new classifications or new job titles have been submitted in the past. Ms. Hayes indicated she would check into the matter. Ms. Bishop offered to answer any questions on the matter.

A MOTION was made by VICTOR GARCIA and second by TIM MCKAY to approve revised recruitment plan for the Director-Classified Personnel.

Vote: Motion passed with Ms. Levenson and Mr. Garcia in favor; Mr. McKay voted No.

d. Rules and Regulations Update/Revision

i. First Reading of Proposed Revision to Rule 20.100.5 Meeting Attendance

Mr. Breyette, CSEA Senior Labor Relations Representative, read a new rule proposed by CSEA related to Personnel Commissioner attendance requirements. Mr. Breyette stressed the importance of approving the rule as it was proposed to ensure the appointing body is afforded the right remove an appointee under this rule.

Ms. McNally provided a summary of the proposed Rule 20.100.5 included in the Second Reading. (See Item 4(d)(ii).) Ms. McNally noted that the propos that has been modified to allow for unexpected circumstances, including absences due to illness or excused absence. Ms. McNally recommended the Commission not move the rule forward as CSEA has proposed, but as it is presented in the overall revisions in next agenda item.

Mr. Breyette

Mr. McKay stated the excused absences make sense but affirmed his agreement with Mr. Breyette that the remainder of the revision reads as though the other two Commissioners would have a say in the removal of an appointee, which is not the intent.

Ms. Bishop provided background on the proposed revisions and stated that input was received from CSEA by way of the proposed rule change as discussed in 20.100.5. Ms. Bishop stated the recommendation would be for the Commission bring the revisions for a Third Reading.

Mrs. Levenson called on Michelle Hayes for comment. Ms. Hayes had no comment.

A MOTION was made by VICTOR GARCIA and second by TIM MCKAY to bring back the revisions to chapter 20 The Personnel Commission and Chapter 30 Position Classification Plan for a Third Reading.

Vote: Unanimous

5. INFORMATION/DISCUSSION ITEMS

a. Minimum Wage Salary Study
Mr. Breyette

6. REPORTS/COMMUNICATION

a.

RULES AND REGULATIONS

FOR THE

CLASSIFIED SERVICE

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VACANCIES REPORT

ELIGIBILITY LISTS

Position :	Type of Recruitment :	Expiration:
Administrative Assistant I	Promotional / Open	November 2020
Alternative Learning Program Assistant	Promotional / Open	October 2020
Assistant Buyer	Promotional / Open	February 2021
Behavior Intervention Specialist	Dual	January 2021, March 2021
Bilingual-Bicultural Interpreter (Spanish)	Dual	October 2020
Bus Attendant	Promotional / Open	November 2020
Campus Aide	Open	October 2020, November 2020, December 2020, January 2021, February 2021, March 2021
Campus Safety Lead	Promotional / Open	January 2021, August 2021
Child Nutrition Worker I	Promotional / Open	February 2021
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Custodial Crew Leader	Promotional	August 2021

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