

Appoint

4. **Report from Closed Session** Chairperson Lee
5. **Public Comments (15 minute limit)** Public
This is an opportunity for the public to comment on Personnel Commission business not on the agenda.

June 7, 2012 Meeting Minutes

Call to Order

The meeting was called to order at 3:05pm, a quorum was established and the Commission went into closed session.

Reported from Closed Session

The Commission returned from closed session at 4:08pm. Chairperson Dan Lee reported that the Commission made progress on setting up the appeal hearings for a couple of classified employees. They also discussed the performance evaluation of the Director, Classified Personnel.

Approval and Adoption of Agenda

Chairperson Lee asked if there were any changes to the agenda. Denise Diggs-Ray, union representative, BCCE, requested that Public Comments be at the top of the agenda as there are people that would like to comment but will not be available for the whole meeting. The request was approved.

Chairperson Lee asked if there were any consent items that needed to be pulled. No additional changes were made. Motion was made to approve agenda as amended.

Approved 2 – 0

Swearing in of Commissioner Nominated by BCCE

John Selawsky, President, Board of Education provided the Oath of Allegiance and Timothy Carter was officially sworn in as Personnel Commissioner.

Public Comments

Ms. Diggs-Ray, distributed a document to the Perspolicies and procedures. She also spoke a administrations' practice regarding notifications and examinations. She would like review her request.

Consent Items

Ratification of Eligibility Lists-

Chairperson Lee moved to ratify eligibility list Items A- C.

a). Custodian I

b). Custodian II

c). Risk Management, Workers' Compensation & Benefits Supervisor

Tracie DeAngelis, Administrative Coordinator would like to support the extension Dinesh Kumar who is still on medical leave since he may not be familiar with the p an extension. She requested that the Personnel Commission review options for M gravely injured and has not been able to return to work.

BCCE President, Paula Phillips commented that she had been informed that some not been provided with the opportunity to appeal their test scores and review the Secretary Perez requested specifics regarding her statement.

On behalf of district administration, Lew Jones, Director of Facilities, expressed support of the decision to extend the eligibility dates for Dinesh Kumar.

Paula Phillips, BCCE, supported the extension of the eligibility List for Dinesh Kumar and requested that all names on the list be extended as has been done in past practice.

Approved 3 - 0.

Approval of the Minutes

Chairperson Lee asked if there were any corrections that they would like noted for the May 3, 2012 Meeting Minutes. President Phillips requested a couple of changes.

President Phillips requested clarification regarding the courtesy typing test. Secretary Perez informed the Commission that a test was administered but was not scored and calculated into the average. The Commission staff offered candidates the opportunity to take the typing test to meet requirements if they were not able to go to a testing facility. Secretary Perez clarified that if a position required a typing test that candidates are informed that the Commission staff can administer the test if they are not able to obtain a typing certificate. Ms. Diggs-Ray inquired whether employees would have the opportunity to take the test if they wanted to have the information added to their personnel file for future reference. She would like the Commissioners to consider allowing employees to take the test if they so desire and have it placed in their personnel file.

President Phillips raised questions regarding the number of vacancies at the King Dining Commons and Berkeley High School food services which are being filled with substitute employees. Secretary Perez informed her that he had addressed those issues at the last meeting. Nutrition Services has had to deal with several employees being on leave. President Phillips stated that she will ask for that response at the next Labor Management Committee meeting (LMC). She thanked Chairperson Lee for requesting a list of the testing to be placed on the agenda.

Approved Minutes 3-0.

Chairperson Lee asked if there were any corrections that they would like noted for the May 29, 2012 Meeting Minutes.

Ms. Diggs-Ray commented that the Budget hearing was held at a time when employees were not able to attend. They may have had questions if they had been able to attend. President Phillips informed the Commission that she was not aware that the meeting was being scheduled because she was on vacation. A discussion ensued regarding methods of informing- in a timely fashion- the uni(i)-3(s)(s)-40142.0067.217

Paula Phillips, BCCE wanted to clarify that the District is requesting the re-classification of Jose Hernandez and that the union is in support of this action. Various letters provided by Mr. Hernandez as well as from principals and other certificated staff supported this request.

Lew Jones, Director of Facilities explained that historically, there have been two crews that are independently scheduled, each with a lead tradesperson. The Department believes that through gradual accretion of duties for a couple of years that Mr. Hernandez

