

2020 Bonar Street, The Tech Lab, Room 120

Berkeley, CA 94702

Personnel Commission Meeting Minutes

November 2, 2017 – 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

Chairperson Carter, Vice- Chairperson Goldstein and Commissioner Ortiz were present, and a quorum was established.

3. Public Comments

Chairperson Carter said that Public Comments would be moved to Item 5.b.

4. Approval of Agenda

Approved as amended.

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

- a) October 5, 2017, Regular Meeting Minutes

Commissioner Ortiz made a motion to approve the meeting minutes. Vice-Chairperson Goldstein seconded.

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7. Conference Items

a) Establishment of New Class of Lead Accounts Payable Technician

Secretary Duval commented that this proposed draft classification has gone to the commission several times

and she's bringing it back to provide more information regarding the salary schedule as requested. She said that based on her findings, it is recommended at grade 47. Darline Gallenhee, Interim Assistant

9. Report from Closed Session

The Personnel Commission came back from closed session at 5:50 pm. Chairperson Carter reported that the

Commission has developed a list of hearing officers to be contacted to conduct hearings on pending appeals. Further

the Commission listened to an employee concern and provided guidance should the employee wish the Commission to formally consider the matter.

10. Reports

a) Union

President Phillips requested the names of the hearing officers the Commission is considering engaging for upcoming hearings. She advised that there are proposed staffing cuts by the District in pre-k programs and

Respectfully Submitted,



Timothy Carter
Chairperson, Personnel Commission

Date