

**Poway Unified School District  
PERSONNEL COMMISSION**

**15250 Avenue of Science, San Diego, CA 92128-3406  
District Office – Community Room**

**MINUTES  
Monday, October 14, 2019**

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**A. PRELIMINARY FUNCTIONS**

**1. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:50 p.m., Monday, October 14, 2019, in the Community Room by Chairperson Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson  
David Little, Vice Chairperson

Members Absent: Hans Christian Sison, Commissioner

**2. Welcome to the Public**

**3. Approval of Agenda**

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the agenda for the October 14, 2019, Personnel Commission regular meeting.

Vote: Ayes – Wyatt, Little

**4. Approval of Minutes of the September 9, 2019, Personnel Commission meeting**

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes from the September 9, 2019, meeting.

Vote: Ayes – Wyatt, Little

**B. COMMENTS**

There were no comments.

**C. INFORMATION ITEMS AND REPORTS**

**1. Commissioners**

Commissioner Little would like to thank the Personnel Commission staff for meeting with him to discuss ways to improve the department. The Commissioner also spoke with the past three Personnel Directors. He looks forward to meeting with the new Director of the Personnel Commission to pass on this valuable information.

2. **Director**

Interim Director Labib-Wood acknowledged that the Personnel Commission staff has been very busy. He also introduced the new Human Resource Analyst Hannah Komorny, who will start with the Personnel Commission office on October 21, 2019.

3. **District**

Associate Superintendent James Jimenez announced that there will be a PUSD Health & Wellness Fair on October 29<sup>th</sup>. There will be over 30 vendors, as well as free flu shots, demonstrations and prizes. Associate Superintendent Jimenez also wanted to welcome Christy Treese, formerly with the Personnel Commission. She will join the two other Human Resources Technicians in the PSS Department.

4. **Employee Association**

Tania Rowe with PSEA had these Professional Learning updates: Recently there were five Classified Learning Cooperative (CLC) programs. PSEA's Professional Growth Day was September 30, 2019 and was a great success with over 1,140 seats in various classes. On October 28<sup>th</sup> there will be another Professional Growth Day targeted specifically to the employees at the middle and high schools.

5. **Staff**

Personnel Commission staff had nothing to report.

6. **Operating Budget Report**

The Operating Budget Report was included in the agenda packet with nothing specific to report. Interim Director Labib-Wood indicated that he would be providing the Personnel Commissioners with information about the CSPCA State Conference, including a recommendation about attendance and costs.

7. **Recruitment Status Report**

The Recruitment Status Report was included in the agenda packet. Interim Director Labib-Wood reported that there are currently 270 vacancies, due especially to the high volume, high turnover Instructional Assistant positions. This most likely results from the stronger economy creating more job choices and to candidates being able to find higher paying opportunities at other organizations that offer more than 15 hours per week of work. There will be a Job Fair Thursday morning, October 17<sup>th</sup> for Instructional Assistants.

8. **Report of Testing**

The Report of Testing was included in the agenda packet. Interim Director Labib-Wood reported that staff is currently exploring using six-month recruitments for some positions, rather than twelve-months, on a pilot basis. This could possibly result in "fresher" eligibility lists, with more enthusiastic candidates. The Personnel Commission rules allow either twelve or six-month recruitments as long as the duration of the list is clear in the job notice.

**9. Communications**

Board Briefs from the September 12, 2019, Board of Education meeting were included in agenda packet with nothing specific to report.

**D. CONSENT AGENDA**

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the October 14, 2019, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt, Little

**1. Ratification of Eligibility Lists (PC 50.100.1(A)):**

- a. Human Resources Technician
- b. Program Aide - ASES
- c. Groundskeeper II
- d. Noon Duty Assistant
- e. Program Aide - ESS
- f. Human Resources Analyst
- g. Library Media Technician - Elementary
- h. Vehicle Maintenance Technician II
- i. Electronic Systems Technician
- j. Behavioral Intervention Inst Asst
- k. Payroll Technician
- l. IA I Special Education
- m. IA II Special Education
- n. Program Aide-ASES
- o. Publications Technician
- p. Plumber
- q. Food and Nutrition Assistant III
- r. Noon Duty Assistant
- s. Student Services Assistant
- t. Music Assistant
- u. Program Aide-ESS
- v. Parent & Community Liaison-Bilingual
- w. Director, Personnel Commission

**2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

**E. DISCUSSION**

1. Future Structure of the Personnel Commission Office

Commissioner Little interviewed the three past Directors of the Personnel Commission and all of the staff, and requested that Associate Superintendent James Jimenez be able to work with the Personnel Commission as Commissioner Little believes that the department is short staffed. There will be a new Personnel Commission Director joining PUSD in the near future and Commissioner Little will ask the new Director what support they need in order to best help. Currently the staff is working more than 8 hours per day and still cannot finish the work. Commissioner Little will ask the incoming Director to look at what can be done so that staff jobs are doable.

**F. FUTURE MEETINGS**

The next regular Personnel Commission Meeting is scheduled to convene at 4:45pm, Monday November 4, 2019 in the District Office. It was announced that the remaining 2019 meeting will be held December 2nd. There will be a Special Personnel Commission meeting in the District Office at noon on Thursday, October 17, 2019 to interview candidates for the Director, Personnel Commission position.

**G. CLOSED SESSION**

The meeting adjourned to closed session at 5:08 p.m.

The meeting returned to open session at 6:06 p.m.

It was moved by the Commission to direct the Interim Director to obtain additional information from the Office of Administrative Hearing regarding availability and cost of an Administrative Law Judge to save costs in accordance with Ed Code as to the Hearing Office in an upcoming discipline appeal and report to the Commission for decision (including providing a list of 3 names for selection) at the Special Meeting on Thursday, October 17, 2019.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve to motion.

There were no other reportable actions from closed session.

**H. ADJOURNMENT**

The meeting adjourned at 6:07 p.m.