

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
Tuesday, November 5 2019**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:48 p.m., Tuesday, November 5, 2019, in the Aztec Room by Commissioner David Little.

Members Present: David Little, Vice Chairperson
Hans Sison, Chairperson

Members Absent: Margaret Wyatt, Chairperson

2. Welcome to the Public

3. Approval of Agenda

It was moved (Sison), seconded (Little), and carried (2-0) to approve the agenda for the November 5, 2019, Personnel Commission regular meeting.

Vote: Ayes – Sison, Little

4. Approval of Minutes of the: 1) October 14, 2019, Regular Personnel Commission meeting, 2) October 17, 2019, Special Personnel Commission meeting, 3) October 24, 2019, Special Personnel Commission meeting,

It was moved (Little), seconded (Sison), and carried (2-0) to table the minutes from the above meetings until the next regular meeting due to Commissioner Wyatt's absence at this meeting.

Vote: Ayes – Sison, Little

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

Commissioner Little thanked the Interim Director Rick Labib-Wood for his leadership of the department. The Commissioner reiterated that as far as the proper level of staffing of the department, he will work with the Director Jeremy Lyche,

including discussions to review his findings from his meetings with the Personnel Commission staff.

2. **Director**

Interim Director Labib-Wood acknowledged that the Personnel Commission staff has been very busy. He also introduced the new Director Jeremy Lyche and Human Resource Specialist Melanie Rodriguez, both of whom will start with the Personnel Commission office on November 6, 2019.

3. **District**

Associate Superintendent James Jimenez reported that PUSD had organized and hosted a Health & Wellness Fair on October 29th and thanked the Benefits team for their work on the event. Mr. Jimenez welcomed the new Personnel Commission Director and Specialist to PUSD. He thanked Interim Director Rick Labib for his expertise, knowledge and leadership of the Personnel Commission. He also thanked the Commission staff for the Job Fair's IA Special Education recruitments, noting that he has received a lot of positive feedback from the school sites.

4. **Employee Association**

PSEA President Courtney Brown welcomed the new Director and Specialist. She congratulated Commissioner Little on his renewal to the Personnel Commission. She also thanked Interim Director Rick Labib-Wood for his work with the Commission. Tania Rowe, with PSEA, reported that 62 new hires were placed with mentors.

5. **Staff**

Personnel Commission staff member Carolyn Teig reported there was a Job Fair for the Instructional Assistants-Special Education positions that focused on filling the open six-hour positions. On November 14th there will be another QAI Interview, with 13 candidates signed up so far, for the six hour positions. She also stated that the Personnel Commission appreciates PSEA's Mentor Program for its help with retention. The Commission staff also thanked Interim Director Rick Labib-Wood for sharing his knowledge and experience with the department and they wish him all the best.

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 at the December meeting the Personnel Commissioners with information about the CSPCA State Conference, including a recommendation about attendance and costs. He suggested that staff members attend Merit Academy in the San Bernardino area in the spring of 2020.

7. **Recruitment Status Report**

Interim Director Labib-Wood reported that there are currently 315 vacancies, due especially to the high volume, high turnover Instructional Assistant positions. Since January 1, 2019, 84 Program Aides in ESS were hired, 111 IA SPED, 21 IA Preschool, 44 Noon Duty, and 11 Office Assistants.

8. Report of Testing

Interim Director Labib-Wood stated “We have conducted a lot of tests and have received a lot of responses: 1,155 applied, however with the winnowing process to the most talented people we ended up with 278.”

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 (Sison), seconded (Little), and carried (2-0) to approve the Consent Agenda for the November 5, 2019, Personnel Commission meeting.

Roll Call Vote: Ayes – Sison, 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. ACTION ITEMS

1. Approve 2018-2019 Annual Report

It was moved (Sison), seconded (Little), and carried (2-0) to approve the 2018-2019 Annual Report.

Roll Call Vote: Ayes – Sison, Little

F. FUTURE MEETINGS

1. Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)
Monday, December 2, 2019

The following regular commission meeting dates have been scheduled for 2020:

Monday, January 6, 2020

Monday, February 3, 2020

Monday, March 2, 2020

G. ADJOURNMENT

The meeting adjourned at 5:12 p.m.