

**Poway Unified School District
PERSONNEL COMMISSION
MEETING
Held Remote via Zoom**

**MINUTES
September 27, 2021**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:46 p.m., Monday, September 27, 2021, which was held remote via Zoom.

b. Members in Attendance

David Little, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Margaret Wyatt, Vice Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Hans Sison	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

c. Welcome to the Public

d. Approval of Agenda

On a motion by Commissioner Little, and a second by Commissioner Sison, the September 27, 2021 Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little and Sison

2. PUBLIC COMMENTS

Director Bishop indicated that one comment was submitted. The employee did not wish to speak, but did want to bring to the attention of the Commissioners the current Instructional Assistant staff shortage.

3. REPORTS

a. Commissioners

Commissioner Sison informed the Commission that he will not be seeking a second term in November due to an upcoming relocation. Commissioner Sison expressed his gratitude to Commissioner Little and Commissioner Wyatt for their help and support. Commissioner Sison also thanked Assistant Superintendent James Jimenez, PSEA President Courtney Martin, and the Personnel Commission Director and staff, and said how much he had enjoyed working with them.

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Commissioner Little stated that since the August 30th Personnel Commission meeting, he has received several emails that expressed heartfelt concerns about whether the recommendations of the Year 2 Reclassification Study would be submitted to the Board of Education for approval. Commissioner Little stated that he shares many of these concerns, and he did personally respond to many of the emails. The Commission is concerned about this issue and will be discussing this and considering options during the Closed Session of this meeting.

b. Director

Angela Bishop, Interim Personnel Commission Director, reported that she met with the Human Resources Leadership Team about recruitment workflow, including mapping the processes to identify areas for improvement. The Personnel Commission staff has been evaluating functionality in our applicant tracking software with the goal of creating automated notifications for school sites and administrators throughout the recruitment process. Director Bishop and PC staff have been working with PUSD's Communications Office to develop branding and recruitment marketing efforts that will attract more candidates. Director Bishop and Human Resources Analyst, Hannah Komorny, met last week with several members of Cabinet to review the exam data for Instructional Assistant-Special Education, that had also been presented to the Personnel Commission in July 2021. Ms. Bishop and Ms. Komorny also discussed identifying other areas where candidates drop out of the hiring process, in order to identify efforts that could be directed towards this issue. Director Bishop also shared that she met with Transportation Director, Tim Purvis, to strategize recruitment efforts that address the current and anticipated needs for more school bus drivers. There have been legislative changes that will mandate a later start time at middle and high schools, which will present challenges for the Transportation department in meeting the delivery times for students. Director Bishop also reported that the recruitment process for a new Personnel Commission Director is on track and an eligibility list will be established within the timeline presented last month. Director Bishop ended by saying that she continues to be amazed by the professionalism, dedication, and hard work of the Personnel Commission staff in their relentless efforts to fill open positions. Individuals who may not have close contact with the department, but are concerned about the number of open positions, should know that this is not due to lack of effort from staff. From recruitment through the onboarding processes, it requires coordinated effort on so many levels, and by so many departments, who are coordinating their efforts together.

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c. Staff

Hannah Komorny, Human Resources Analyst, discussed one of the staff's recruitment efforts this past month, which was meeting with Kevin McMackin, a member of the San Diego Imperial Counties Regional Consortium, to see how the District could better connect with community college students in the child development and trades programs. Mr. McMackin will assist PUSD in notifying the college locations about PUSD's job opportunities as well as posting them on the Consortium's website, and offer opportunities for classroom presentations and participating in virtual job centers.

d. District

Associate Superintendent James Jimenez thanked all of the staff on the Human Resources, Personnel Commission, Payroll, and Benefits teams for their work with the big push of record hiring this summer, which continues through the month of September at unprecedented levels. Associate Superintendent Jimenez knows that the PUSD staff have dedicated tremendous hours and collaboration in trying to push through this wave of hiring, and that it depends upon team effort to staff our schools. Associate Superintendent Jimenez also stated that there is a work group with PSS and the PC that is identifying ways to be more creative in targeting our recruitment and marketing plans towards the specific classifications that have high need. This includes additional funds for the marketing budget so that we can produce advertising materials, as well as utilizing social media more effectively to reach the people who have an interest in working in specific classifications.

e. Employee Association

Courtney Martin, President of PSEA, noted the number of filled positions shown in this meeting packet: 908 filled contracted in the past 12 months, subsequently processed by Human Resources and Payroll, plus 728 limited term positions. Martin said that we all know that everyone is working diligently to get open positions filled as quickly as possible. President Martin thanked Commissioner Sison for his work on the Commission, and on behalf of the classified staff, we appreciate his contributions. PSEA has a new Professional Learning Coordinator, Julianne Phillips, who started a week before Professional Growth Day, which was today. Phillips will be at a future Personnel Commission meeting to report on how this Professional Growth Day went, as well as how PSEA's other professional growth opportunities are progressing. Martin noted the Instructional Assistant staffing shortage mentioned in the Public Comments at the beginning of this meeting and said that PSEA recognizes that Associate Superintendent Jimenez mentioned a number of items across the system that PUSD is working on to increase recruitment in these difficult times.

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Martin stated that PSEA recognizes that a large part of PUSD's staffing shortage is due to low wages and this is something that PSEA hopes to work with management on. PSEA appreciates the support of the Personnel Commission, and the Commissioners, in ensuring that the Year 2 Classification study results have moved forward, and that the Personnel Commission is pursuing an external salary study as well. PSEA looks forward to the start of the Year 3 Classification study at the end of 2021, along with a new Director of the Personnel Commission. Martin thanked the Personnel Commissioners for inviting PSEA to be a part of the hiring interviews for the new Director of the Personnel Commission.

4. CONSENT AGENDA

On a motion by Commissioner Wyatt, and a second by Commissioner Little, the Consent Agenda was approved as presented.

Roll Call Vote: Ayes – Wyatt and Little and Sison

- a. Position Status Report
- b. Operating Budget Report
- c. Minutes of the September 27, 2021, previous Personnel Commission regular meeting.
- d. Ratification of Eligibility Lists (PC 50.100.1(A))

5. INFORMATION ITEMS

- a. 2022 California Personnel Commissioners Association (CSPCA) Annual Conference
- b. Personnel Commissioner Appointment

6. ACTION ITEM

Revision to Classification - Director of Facilities, Maintenance and Operations
On a motion by Commissioner Little, and a second by Commissioner Sison, the Consent Agenda was approved as presented.

Roll Call Vote: Ayes – Wyatt and Little and Sison

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7. FUTURE MEETINGS

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)

- Monday, November 1, 2021
- Monday, December 6, 2021
- Monday, January 24, 2022

8. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of public employee to hear complaints or charges brought against such employee by another person or employee.)

- a. Conference with Legal Counsel – Consideration of Initiation of Litigation: One Case [Government Code section §54956.9(d)(4)]
- b. Personnel Commission Director’s Performance Evaluation

The meeting adjourned to closed session at 5:46 p.m.
The meeting returned to open session at 6:07 p.m.
During closed session, there were no reportable items.

9. ADJOURNMENT

The meeting adjourned at 6:08 p.m.