

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
April 25, 2022**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:52 p.m., Monday, April 25, 2022, which was held remote via Zoom.

b. Roll Call/Establishment of a Quorum

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
David Aguirre	<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 Wyatt, the April 25, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes –Little and Aguirre and Wyatt

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

There were no items to report.

b. Director

Dr. Rebecca Lee, Personnel Commission Director, congratulated Jennifer Nibley, currently the Personnel Commission Human Resource Assistant, for her promotion to Human Resources Specialist. This still leaves the department staff at 60% capacity because there are currently two positions to fill. On April 7, 2022, the Advisory Committee for Classification Review (ACCR) reconvened and provided an overview of the process and expectation of committee members. This committee is facilitated by the Personnel Commission to provide a process for District Management and PSEA to jointly review recommendations regarding new classifications, reviews of classifications, and revisions to essential functions of current classifications. The ACCR will continue to meet monthly to address concerns prior to certain classification items being placed on the Personnel Committee meeting agenda. Dr. Lee reported that she created an RFP for Year 3 of the Classification Review Cycle and has received bids, which will now be reviewed for cost, timeline, experience, and ability to complete the

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
April 25, 2022**

work. The Personnel Commission Director will be working with the District to review the bids and determine which consulting firm will be selected. The next step will be to inform the chosen consulting firm that they will be brought to the Board of Education for approval. Dr. Lee also reported that the Personnel Commission has signed an agreement with CODESP. This testing platform will be used in addition to eSkill to provide us with more robust exams for our technical trades positions. Dr. Lee then discussed recent delays on the part of the healthcare facility that does the classified and certificated drug testing and pre-examination physicals. It has been taking several weeks for candidates to get appointments, which has delayed the onboarding process. Dr. Lee acknowledged her staff, who have been working to locate alternatives to minimize delays with the onboarding and hiring new employees. Dr. Lee reported that the vacancy rate (open positions) among paraprofessionals is currently 15%, and that paraprofessionals have accounted for more than 50% of the PUSD vacancies this year. For the fiscal Year to Date (July 1, 2021 to present), the department has recruited and processed 1,170 classified vacancies, which is up 36% from last year, when we had recruited and processed 860 classified vacancies. Meanwhile the applications for paraprofessional positions are down 15% compared to last year. Dr. Lee noted that the department has been continuously waving red flags about the vacancy rates as well as the difficulties in recruiting new people into the District. Dr. Lee stated that the challenges with wage rates, the desirability of part-time positions that are 10-15 hours per week, and opportunities to merge some of the part-time positions so that they would be eligible for benefits, are all things that we need to think about because these are district-wide issues that impact the recruitment and retention of all classified staff.

c. Staff

Melanie Rodriguez, Human Resources Specialist, reiterated that the Hiring Managers are truly desperate, and PUSD needs to get more applicants.

d. District

Mark Atkins, Human Resources Director, thanked the Personnel Commission for their work with classified recruiting and said that it was very much appreciated. Mark Atkins stated that Dr. Kelly Burke, Human Resources Director, wanted to note that Personnel Support Services appreciates how helpful the Personnel Commission has been with trying to fill the additional positions in Food and Nutrition that will be needed to staff the mandatory breakfasts that will begin in the next school year. Dr. Burke also thanked the staff of the Personnel Commission who have been assisting Personnel Support Services with the implementation of DocuSign, which has been used to streamline the onboarding of classified employees for 18 months. PSS and PC staff have been collaborating to create the templates that will be used to onboard certificated staff beginning this spring.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
April 25, 2022**

e. Employee Association

Courtney Martin, President of Poway School Employees Association, (PSEA), wanted to thank the Personnel Commission for reconvening the Advisory Committee for Classification Review (ACCR), which was brought back after a one-year hiatus. The ACCR has been an opportunity for stakeholders to come together and work through some of the questions and concerns for consensus, particularly as it applied to the PSEA position that is on the agenda today. Courtney Martin suggested that it might be helpful for the Personnel Commission staff to notify the hiring managers and supervisors about the vacancy rate and applications-received statistics, as well as the physicals processing delays, because she does not believe that the hiring staff are always aware of how difficult it is to recruit and how hard the Personnel Commission is working to fill vacancies. Courtney Martin also stated that PSEA has an interest in being part of the consultant selection process, before the consultant is determined, for the RFP for Year 3 of the Classification Review Cycle.

4. CONSENT AGENDA

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

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

a. Position Status Report

b. Ratification of Eligibility Lists (PC 50.100.1(A))

c. Operating Budget Report

d. Minutes of the March 28, 2022, Personnel Commission regular meeting.

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-04-PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve Resolution 2022-04-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

b. First Reading of the Proposed 2022-2023 Personnel Commission Budget

Dr. Rebecca Lee, Personnel Commission Director, presented the Informational Item: Proposed 2022-2023 Personnel Commission Budget to the Commissioners.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
April 25, 2022**

c. New Classification – PPMC Registrar and Alternative Programs Data Technician

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve the New Classification of PPMC Registrar and Alternative Programs Data Technician.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

Kathleen Porter, Executive Director of Career, Technical and Adult Education, attended but had no additional comments after the overview provided by Dr. Rebecca Lee. Stephanie Rios commented about the clarification regarding whom the position would report to.

d. Classification Revision – Early Childhood Development Supervisor

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve the Revision to the Classification of Early Childhood Development Supervisor.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

6. FUTURE MEETINGS

The next regular Personnel Commission Meetings at 4:45 p.m.

- Monday, May 23, 2022
- Monday, June 27, 2022
- Monday, July 25, 2022

7. 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. Personnel Commission Director’s Performance

- The meeting adjourned to closed session at 5:26 p.m.
- The meeting returned to open session at 5:44 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 5:45 p.m.