

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 15, 2011

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA President; Dan Ewaskey, CSEA Vice-President – Unit B; Adrienne Rambo, CSEA Vice President – Unit A; Juan Garcia, CSEA Chief Job Steward

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

None

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported that all staff is back on calendar and the first general staff meeting was held. Some of the concerns raised by staff regarding the move to the administration building are the

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REPORT FROM THE EXECUTIVE OFFICER

accessibility of applicants to the office and accessibility of staff members to each other. Another was how the Commission will handle being closed on Fridays to the public, since the District office is open on Fridays. Ms. McMahon stated, these are some of the concerns that will have to be addressed prior to the move in order to assure a smooth transition.

Ms. McMahon also reported that staff is currently working on compiling information for the Commission's annual report and on a survey to gather information related to our processes and procedures.

Ms. McMahon asked the Personnel Commission unit managers and supervisor to give an update of their respective unit activities. The staff managers and supervisor present gave brief reports to the Commission on the current activities of their units.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the September 1, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Saeed Benjamin Galloway, was not present. The Commission acted to remove Saeed Benjamin Galloway from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Shantay Lenay Thomas, was not present. The Commission acted to remove Shantay Lenay Thomas from current eligibility lists.

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Commissioner Ulaszewski moved to ratify the bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
School Support Secretary	Promo	12-0013-3361

ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Linda Vaughan moved for approval. The motion was seconded by Commissioner Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Assistant, Intensive Behavioral Treatment	Open/Cont	12-0001-5035	3/6/12
Instructional Aide – Special	Open/Cont	12-0002-0448	9/8/12
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	9/8/13
Intermediate Office Assistant - Schools, Bilingual Spanish	Dual	12-0005-5052	9/2/12
Intermediate Office Assistant- Bilingual Spanish	Dual	12-0006-5050	9/2/12
Supervisor – Autism Services (Amended)	Open/Cont	11-0075-5046	7/26/12
Nutrition Services Worker	Continuous	11-5068-01	9/12/13
Supervisor – Autism Services	Open/Cont	11-0099-5046	9/8/12

Extend Eligibility Lists

Mail/Switchboard Services Assistant	Promo	11-0017-5144	4/13/12
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OTHER ITEMS

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Valeeta Pharr, CSEA President, stated that it will be very nice to have the Personnel Commission at the Administration Building.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 29, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:33 a.m.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:49 a.m. No reportable actions were taken during Closed Session.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 8:50 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb