

VISTA UNIFIED SCHOOL DISTRICT
Classified Human Resources
1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the
Personnel Commission Meeting on
April 18, 2017

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|----------|--------------|----------|-----------------|
| MEMBERS | Teri Minoux | STAFF | Alaina Jankly |
| PRESENT: | Glen Hampton | PRESENT: | Bry Putignani |
| | Don Le May | | Shirley Indegno |

OTHERS

PRESENT: Alicia Evilsizer, Hilda Reynoso, Jamie Phillips, Jeff Geyer

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON MARCH 14, 2017:

*M/S Mr. Le May/Ms. Minoux moved to approve the minutes.

The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

*M/S Mr. Le May/Ms. Minoux moved to approve the following advance step placements:

| <u>Employee Name</u> | <u>Empl ID</u> | <u>Classification</u> | <u>Requested Step</u> |
|-----------------------------|-----------------------|--------------------------------------|------------------------------|
| Indegno, Shirley | 604-958 | Human Resources Technician | 2 |
| Multanen, Kristen | 611-432 | Special Education Assistant IV-SH/PH | 2 |

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Ms. Minoux/Mr. Le May moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

| | | |
|---------|--|------------|
| 0143-16 | Instructional Assistant I – After School Program | Continuous |
| 0144-16 | Transportation Assistant | Continuous |

FOR RATIFICATION:

| | | |
|---------|--|------------|
| 0136-16 | Instructional Assistant I – After School Program | Continuous |
| 0137-16 | Human Resources Technician | Open |
| 0138-16 | School Age Child Care Activity assistant | Continuous |

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

| | | |
|---------|--|------------|
| 0139-16 | Community Liaison | Open |
| 0140-16 | Bus Driver | Continuous |
| 0141-16 | School Age Child Care Leader | Open |
| 0142-16 | Instructional Assistant I – After School Program | Continuous |

The motion was unanimously approved.

REVISED CLASSIFICATION: CHILD NUTRITION OPERATIONS SUPERVISOR

Ms. Jankly introduced Jamie Phillips, Director of Child Nutrition Services. The Child Nutrition Operations Supervisor is a single incumbent classification, and since the incumbent is retiring, this is the appropriate time to review and revise the classification description prior to recruitment. These revisions have been reviewed and are supported by the Assistant Superintendent of Business Services, Director of Child Nutrition Services, Cabinet, and the incumbent.

Mr. Le May recommended the approval of the revised Child Nutrition Operations Supervisor classification description as presented and Ms. Minoux seconded the motion.

Ms. Minoux stated that she declined to approve the revisions of the Child Nutrition Operations Supervisor classification description because she would like the classification study to move forward instead of approving revised classifications one at a time.

The motion was approved 2 to 1, with Ms. Minoux against.

REVISED CLASSIFICATION: RISK MANAGEMENT TECHNICIAN

Ms. Jankly introduced Jeff Geyer, Safety and Environmental Manager. The current classification description of Risk Management Technician was established in 1995 and has not had an incumbent for some time. However, there is a need for a classification to support the Safety and Environmental Manager. These revisions have been reviewed and are supported by the Assistant Superintendent of Business Services, the Safety and Environmental Manager, Cabinet, and CSEA leadership.

Ms. Minoux recommended the approval of the revised Risk Management Technician classification description as presented and Mr. Le May seconded the motion.

The motion was approved 2 to 1, with Ms. Minoux against.

FIRST READING OF 2017-2018 PERSONNEL COMMISSION BUDGET

Ms. Jankly presented the first reading of the 2017-2018 Personnel Commission budget to the Commission. The proposed budget included increased costs for staff.

Ms. Jankly informed the Commission that all departments had been asked to reduce discretionary budgets by 20% for the 2017-18 school year. Ms. Jankly stated that the Personnel Commission budget would not be reduced, but \$6,000 (approximately 20%) would be rebated back to the District for the 2017-18 school year to align with other departments' reductions.

The proposed budget will be brought back for public hearing and second reading/approval at the next Personnel Commission meeting on May 16, 2017.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

RECRUITMENT REPORT:

Ms. Jankly reported that Bill Meni is testing and could not attend. Ms. Jankly informed the Commission that the recruitment and testing schedules have grown significantly and that preparation is the key to filling positions that will become vacant due to the early retirement incentive. Along with the HR Analyst, the HR Specialist is responsible for recruitments as well. Ms. Jankly stressed the importance of a manageable schedule to make sure positions are filled.

Mr. Meni attended job fairs at California State University San Marcos and at Rancho Buena Vista High School. Ms. Jankly informed the Commission that banners are being placed at each school site to hopefully bring in more candidates. She mentioned that managers have complimented the Human Resources team for the quick turnaround to fill positions.

BOARD REGISTER:

Information Item only.

CSEA REPORT:

Ms. Evilsizer reported that the Marie Hovel is away.

Ms. Evilsizer informed the Commission that even though Dr. Vodicka is leaving they are excited for the future. She explained that Dr. Vodicka has given the District a great foundation to innovate and to provide a great education for our students. She agreed that the District will continue to move forward.

DISTRICT REPORT:

None.

DIRECTOR'S REPORT:

Ms. Jankly reported that Dr. Vodicka is leaving the last day of April and that she is very happy for him but very sad for us. He is a great leader and will be missed but Vista will continue on the path he started. Mr. Le May asked if an Interim Superintendent had been selected and was informed that there should be more information after the board meeting on Thursday, May 4, 2017. Alicia Evilsizer reported that Dr. Matt Doyle was announced as Interim. Ms. Jankly explained that the board meeting will make that official and that she will keep the Commission informed.

Ms. Jankly suggested rescheduling the September meeting as she has a conflict on September 12th. After some discussion it was decided that Ms. Jankly will send out an email to check everyone's availability in September.

Ms. Jankly explained that she held a School Support Secretary meeting for the first time this month and that it went well. Ms. Jankly stated that she is gathering feedback on how to improve the meetings in the future. Ms. Jankly informed the Commission that attendance was high, demonstrating the need for support and information. Jeff Geyer was one of the speakers and agreed it was a great turnout.

Ms. Jankly stated that the summer will be dedicated to the classification study. She suggested completing job families all at once, but has yet to speak to CSEA about the concept. Ms. Jankly explained that a lot of the prep work can be done and then she can meet with employees. She stated that some of the job families have already been completed.

Mr. Le May asked if this was the year that his term as a Personnel Commissioner was up for reappointment. Ms. Jankly expressed that she was officially going to ask him in the September meeting but that with the change in management she will need to speak with the Interim Superintendent.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux wanted to clarify why she voted against the revised Child Nutrition Services Operations Supervisor and Risk Management Technician classification descriptions. Her concern was that, with the hiring of new people under the old job description, it wouldn't be fair to the new people when the job description gets changed on them.

Ms. Minoux would also like to thank Mr. Meni for setting up the CSPCA meeting and that he did a wonderful job. Ms. Jankly mentioned that she spoke to George Cole and that he was glad to see so many people from San Diego County attend, including ten merit districts. Mr. Le May asked if the next meeting was in Poway, to which Ms. Jankly confirmed and explained that she and Mr. Meni will be in attendance.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, May 16, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:10 p.m.