

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

Unadopted Minutes of the
Personnel Commission Meeting on
January 12, 2021

MEMBERS Teri Minoux
PRESENT: Luisa Stafford
Christine Bullard

STAFF Corey Nabonne
PRESENT: William Meni
Ellen Luckow
Bryanna Evans
Shirley Indegno

OTHERS PRESENT: Marcela Ramos

CALL TO ORDER:

The meeting was called to order at 3:39 p.m. followed by the Pledge of Allegiance.

OATH OF OFFICE FOR CHRISTINE BULLARD, BOARD APPOINTEE COMMISSIONER:

Ms. Minoux administered the Oath of Allegiance to Personnel Commission member Christine Bullard.

ORGANIZATIONAL ELECTION OF COMISSION OFFICERS FOR 2021:

*M/S Ms. Bullard / Ms. Stafford moved to approve Ms. Minoux as Chair Person for 2021. *M/S Ms. Minouz / Ms. Bullard moved to approve Ms. Stafford as Vice Chair Person for 2021. The motions were unanimously approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON DECEMBER 8, 2020:

*M/S Ms. Stafford / Ms. Minoux moved to approve the minutes as presented.
The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

*M/S Ms. Bullard / Ms. Stafford moved to approve the Advanced Step Placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Recommended Step</u>
Cockrum, Julie	636-119	Nutrition Education/Training Supervisor	Child Nutrition	3
Diaz, Alex	638-539	Instructional Assistant I-After School Program	VIDA	2
Ramirez, Jessica	638-365	Instructional Assistant-Behavioral Intervention	Madison MS	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

*M/S Ms. Bullard / Ms. Stafford moved to approve the following Eligibility Lists:

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

FOR CERTIFICATION: None.

FOR RATIFICATION:

0061-20	Child Nutrition Lead I	Open
0062-20	Instructional Assistant II-LH/CH/RSP	Continuous
0063-20	Licensed Vocational Nurse	Continuous
0064-20	Bus Driver	Continuous
0065-20	School Age Child Care Leader	Open
0066-20	Instructional Assistant I-After School Program	Continuous
0067-20	School Age Child Care Activity Assistant	Continuous
0068-20	Noon Duty Assistant	Continuous
0069-20	Athletic Trainer	Open
0070-20	Campus Assistant II	Continuous
0071-20	Senior Payroll Technician	Open

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni welcomed Ms. Bullard to her first meeting as Personnel Commissioner. He reported that since the last meeting there have only been less recruitments because of winter break from December 18, 2020 through January 3, 2021. Mr. Meni stated that we are actively recruiting for multiple positions and in need of Noon Duty Assistants, Campus Assistants, Instructional Assistants and substitutes. We have re-posted all continuous recruitments including these positions with local colleges Palomar, Mira Costa and Cal State San Marcos in hopes of obtaining more applications from students during their winter break. Mr. Meni announced continuing recruitment during the COVID period utilizing safety protocols with all interviewing managed virtually through Zoom.

Ms. Bullard asked how the pandemic was affecting recruiting. Mr. Meni replied that the pandemic has caused increased staffing needs for campus supervision and custodial to meet safety requirements, especially at the elementary schools. Also, many staff are off due to illness or exposure causing quarantine periods from 10 to 24 days. Prior to COVID, Noon Duty Assistant positions were difficult to fill because little number of hours per day Monday through Friday with multiple schedules per day.

Ms. Stafford asked about difficulty recruiting Noon Duty Assistants. Mr. Meni answered that positions are entry level, few daily hours and the government has allowed a \$300 unemployment extension.

BOARD REGISTER:

Informational only. Ms. Minoux thanked Mr. Nabonne for larger print.

DISTRICT REPORT:

Mr. Meni reported that the District delayed schools returning from winter break for on campus learning—elementary starting January 11th, middle schools beginning January 18th, and high schools returning January 26th. Protocols remain that if there are two or more positive cases at the secondary sites all learning will pivot to virtual due to teaching staff limits.

DIRECTOR'S REPORT

Mr. Nabonne stated that the HR staff continue to aide in the slow of the COVID spread by working together by making contact tracing phone calls for classified COVID situations. All the information is tracked on a shared spreadsheet. We

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are taking safety protocols seriously with many Zoom meetings are taking place -- even if we are next door to each other. Mr. Nabonne reported that we continue to fulfill our duties as essential workers and service our community.

Mr. Nabonne announced that as of January 1, 2021, there was minimum wage increase from \$13/hour to \$14/hour. The salary schedule has been updated and is correct on the district website.

Mr. Nabonne said we have been working with staffing needs with the cooperation from secondary schools in sharing staff from virtual learning to elementary on-campus learning. Mr. Nabonne thanked Shirley Indegno with her staffing assistance.

Mr. Nabonne reported that we are working with employees about their leave options, conducting a leave audit and examining processes. We are also working closely with the payroll department about who is working, who is on leave, what type of leave -- and whether the leave is paid or unpaid. Mr. Nabonne said that we are cross-training with leave management for better client servicing. Bryanna Evans and Shirley Indegno have expressed an interest in leave training and will participate in professional development opportunities.

Mr. Nabonne would like to offer the opportunity to Ms. Stafford and Ms. Bullard to attend the CSPCA Merit Academy beginning in March. Typically, it is an in-person (all day) class once a month, on Saturdays, but is now offered virtually. More details will be provided at the February meeting.

Mr. Nabonne expressed appreciation to CSEA partners on behalf of Commission staff for their ongoing support and understanding during these busy times. Mr. Nabonne recognized the support of the Certificated team during the director transition and COVID. Mr. Nabonne also recognized Mr. Meni for keeping the Classified HR Department humming along during the director transition.

CSEA REPORT:

Ms. Marcela Ramos is a newly acting Vice President for our chapter. She reported having their first chapter meeting January 11, 2021, with good attendance, more have been attending while meetings are virtual. Unfortunately, they started the meeting with sad news of Roman Lopez's passing January 4th, a Transportation Assistant. A Go-Fund me account was created with many members contributing. Ms. Ramos reported that chapter monthly meetings will be the third Thursday of the month for the rest of the calendar year at 5:00 p.m.

ITEMS FROM THE COMMISSION:

Ms. Minoux said she would have awarded Mr. Meni with more days off after serving as interim director if authorized. Ms. Minoux welcomed Ms. Bullard as new Personnel Commissioner.

ITEMS FROM THE FLOOR:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, February 9, 2021, at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

The meeting was adjourned at 4:19 p.m.