

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, January 23, 2017**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Monday, January 23, 2017 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair,
Bruce Koch, Personnel Commission Vice-Chair,

Sandra Edwards, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission

Vicky Zamora, Office Technician, Personnel Commission

Edward González, Superintendent, MUSD
Kent Albertson, Chief Human Resources Officer

Danna Petty, CSEA President
Amanda Vela, 1st Vice President, CSEA

There were 6 other visitor/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Philip Janzen, called the meeting to order at 5:00 pm.

**2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT
OF VISITORS AND MEDIA,**

Commissioner Bruce Koch, led the pledge of allegiance. There were no members of the media present.

**3. APPOINTMENT AND SWEARING IN OF DISTRICT APPOINTEE – PHILIP
JANZEN**

Philip Janzen recited the Oath of Office and started his new term as District Appointee.

**4. 2017 COMMISSIONS OFFICERS – ROTATION OF PERSONNEL
COMMISSION OFFICERS, PC RULE 2.1.5**

Bruce Koch assumed the role of Personnel Commission Chairperson.

5. ADOPTION OF AGENDA

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, January 23, 2017**

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the agenda with the removal of item 5D.
MOTION NO. 21 - 2016/17

Ayes:	Commissioners Bruce Koch, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

4. COMMUNICATIONS

Amanda Vela, CSEA 1st Vice President, discussed the current vacancy for the position of Classified Director of Human Resources. She would like the Commission to consider increasing the position's hours to a full-time Director.

Danna Petty, CSEA President, stated that at this time CSEA intends to appoint Arlene Saucedo as the CSEA Appointee to the Commission.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 22 - 2016/17

Ayes:	Commissioners Bruce Koch, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

6. NEW BUSINESS

A. Discuss and consider approval of consulting agreement with Henry Perea to conduct recruitment for Director of Classified Human Resources and other technical advice to the Commission.

Commissioner Philip Janzen, expressed concerns about the contract as well as staff involvement regarding the hiring of their boss. Janzen would prefer for more accountability in the contract.

Kent Albertson, Chief HR Officer, additionally had concerns with the consultant agreement paying at a monthly rate.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, January 23, 2017**

Amanda Vela, 1st Vice President CSEA, expressed concerns about the contract as well. Vela would like to see the contract cleaned up before approving.

Ed González, Superintendent, would like for the contract to be more transparent with the public dollar.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the contract with the removal of item working with Staff in the contract and also to pay Mr. Perea at his current hourly rate not to exceed \$5,000 per month. Also, a timesheet would be required to be completed along with an invoice under item B on the contract. MOTION NO. 23 - 2016/17, DOCUMENT No. 23-2016/17

Ayes:	Commissioners Bruce Koch, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

B. First Reading- Revision to PC rule 2.1.3.2

Mary Siegl, Human Resources Specialist, stated that upon review, it appeared there was a typo in the Personnel Commission Rules regarding the Classified Employees' Appointment during filling of vacancies during term of office. The proposed change mirrors the rule in place by other Merit Districts such as State Center Community College.

C. Introduction of CSEA classified employee's appointee to the Commission

Danna Petty, CSEA President, announced that CSEA intends to appoint Arlene Saucedo as their Classified Employee Appointee to fill Lynn Cogdill's vacant term seat. The membership will be voting on this at the CSEA chapter meeting next week.

E. Limit candidates advancing to the Oral Examination for the position of Buyer to the top 12 scores

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the limit of candidates advancing to the Oral Examination to the top 12 scores. MOTION NO. 24-2016/17

Ayes:	Commissioners Bruce Koch, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, January 23, 2017**

**F. Discuss and Approve 2017 Personnel Commission Meeting
Calendar**

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the 2017 Personnel Commission Meeting Calendar. MOTION NO. 25-2016/17

Ayes:	Commissioners Bruce Koch, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

8. ADVANCE PLANNING

The next Personnel Commission meeting is scheduled for Wednesday, February 15, 2017 at 5:00 pm in the Workshop room.

9. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

10. ADJOURNMENT

Commissioner Bruce Koch adjourned the Public Session at 5:35 p.m.



Mary Siegl
Human Resources Specialist

Dated: January 31, 2017



Sandra Edwards
Human Resources Specialist - Lead

Dated: February 6, 2017