

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, May 10, 2017 at 5:00 pm**

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 Wednesday, May 10, 2017 at 5:00 p.m.

ROLL CALL

Bruce Koch, Personnel Commission Chair
Arlene Saucedo, Personnel Commission Vice - Chair
Philip Janzen, Personnel Commissioner

Sandra Edwards, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, Personnel Commission

Kent Albertson, Chief Human Resources Officer

Danna Petty, CSEA President

There were 13 other visitors/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the meeting to order at 5:00 pm. Commission Arlene Saucedo, led the pledge of allegiance. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 36 - 2016/17

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

3. COMMUNICATIONS

Melinda Rodriguez, Madera, CA expressed concerns to the Personnel Commission regarding the recruitment for the Director of Classified Human Resources.

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Commissioner Janzen arrived at 5:08 pm during the Communications portion of the meeting

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Philip Janzen to approve the consent agenda. MOTION NO. 37 - 2016/17,

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

5. OLD BUSINESS

A. PUBLIC HEARING – Personnel Commission 2017/2018 Budget

Melinda Rodriguez, Madera, CA questioned where the additional money was coming from regarding the increase in salary for the Director of Classified Human Resources.

It was explained that the money would be transferred from the current operating budget and no increase to the budget was being made.

B. Approval and adoption of Personnel Commission 2017/2018 Budget

It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Philip Janzen to approve the Personnel Commission 2017/2018 Budget. MOTION NO. 38 - 2016/17, DOCUMENT NO. 25-2016/17

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

6. NEW BUSINESS

A. Request Ratification of Resolution No. 1-2016/2017 Classified School Employee Week May 21, 2017 through May 27, 2017

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It was moved by Personnel Commissioner Arlene Saucedo and seconded by Commissioner Philip Janzen to approve Resolution No. 1-2016/2017. MOTION NO. 39 - 2016/17

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

Commissioner Koch presented the Resolution to Amanda Vela, CSEA 1st Vice President.

B. Approve revised classified job description Test Administrator

Sandra Edwards, Human Resources Specialist, presented the changes to the job description

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the revised job description, Test Administrator. MOTION NO. 40 - 2016/17, DOCUMENT NO. 26-2016-17

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

C. Limit the number of candidates advancing to the oral examination for Administrative Assistant – Spanish skills required to the top 12 testing scores

Mary Siegl, Human Resources Specialist, explained there were 21 candidates testing for one open Administrative Assistant position. She requested that the Commissioners limit the number of candidates advancing to the oral interview to the top 12 scores as it has been done with other previous large recruitments.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to limit the number of candidates advancing to the oral interview for Administrative Assistant – Spanish skills required to the top 12 testing scores. MOTION NO. 41 - 2016/17,

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

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D. Discuss and Approve Classified Seniority List

Sandra Edwards presented the seniority list and indicated there are 44 employees missing from the list and 19 discrepancies in the dates and that CSEA Union also has concerns regarding the list.

Dana Petty, CSEA President, stated that CSEA is not ready to sign off on the seniority list due to a lot of missing information, employees missing off list and work history missing. Also, the list was not signed off by every CSEA employee.

Chief Human Resources Officer, Kent Albertson, stated the District followed the process and every employee had the opportunity to view the list. He sent the list to CSEA and the Personnel Commission and was not aware of the missing information and discrepancies.

Amanda Vela, Human Resources Specialist, discussed the seniority list and discrepancies with dates and the dates entered in the Smarte system.

Henry Perea, Consultant PCS, stated there need to be agreement on the terminology being used regarding the seniority list.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to table the approval of the Seniority list to the next Personnel Commission meeting. MOTION NO. 42 - 2016/17,

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

E. Discuss and approve Layoff List

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Arlene Saucedo to approve the layoff list. MOTION NO. 43 - 2016/17, DOCUMENT NO. 27-2016/17

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

F. Discuss and provide direction regarding the process regarding a Personnel Commission employee's complaint and direction on securing an investigator

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Henry Perea, Consultant, Perea Consultant Services, explained that a Commission employee had filed a complaint with the District and also the Personnel Commission under Personnel Commission rule 9.1.1.3. The Commission has a choice to hire their own investigator regarding the employee's complaint.

Commissioner Philip Janzen, stated the best recourse for the Commission would be to hire their own investigator into the matter.

Kent Albertson, Chief Human Resources Officer, stated that the Commission does not have an obligation to hire its own investigator and by doing so additional public money would be spent that is not necessary.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to direct Henry Perea to meet with Superintendent Lile to see if an investigator for the complaint could be agreed upon. MOTION NO. 44 - 2016/17,

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

7. Information and Reports
None presented

8. Next Regular Personnel Commission Meeting
Wednesday, June 21, 2017 at 5:00 pm
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

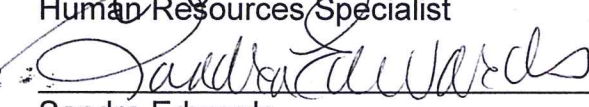
9. Future Agenda Items
None were suggested.

Commissioner Bruce Koch adjourned the Public Session at 6:07 p.m.



Mary Siegl
Human Resources Specialist

Dated: May 23, 2017



Sandra Edwards
Human Resources Specialist

Dated: May 23, 2017