

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, April 5, 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 Wednesday, April 5, 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

Al Galvez, President, Board of Trustees
Kent Albertson, Chief Human Resources Officer

There were 3 other visitor/ 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.

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

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

3. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO.31 - 2016/17

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

4. COMMUNICATIONS

No comments were made.

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5. CONSENT AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Arlene Saucedo to adopt the consent agenda. MOTION NO. 32 - 2016/17

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

6. NEW BUSINESS

A. Approve revised classified job description – Director of Classified Human Resources

Sandra Edwards, Personnel Commission, presented the job description.

Commissioner Janzen, expressed concerns regarding full time position and if so, there should be more duties included in the job description.

Commissioner Saucedo, stated that CSEA wants a full- time Director.

Henry Perea, Consultant PCS, stated that there is plenty of work to warrant a full-time Director. Some of the items discussed were the classified seniority list, employee orientations, trainings, and exit interviews,

Kent Albertson, Chief Human Resources Officer, commented on a previous Board presentation made by George Cole, CSPCA Director, regarding the position of Classified Human Resources. He suggested the job description be further revised and that a Special Meeting be held on Monday, April 10, 2017.

Henry Perea, Consultant PCS, explained the process in which Albertson was referring to, “one hat” vs “two hat” functions of the position Director of Classified Human Resources.

Commissioner Koch, conveyed concerns regarding the “one hat” vs “two hats” and added that he felt it would be necessary to add additional functions to the job description in order to avoid a split (“two hats”).

Amanda Vela, CSEA 1st Vice President, stated that CSEA supports a full-time Director of Classified Human Resources. Vela would like to see additional duties added to the job description, and also wants to make sure the position is not ran by the district. CSEA wants to see that the Personnel Commission and the District Human Resources department remain as separate entities.

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It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Arlene Saucedo to hold a special meeting to revise the job description and meet on Monday, April 10, 2017 at 4:00 pm to discuss. Rule MOTION NO. 33-2016/2017

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

B. Introduce Personnel Commission 2017/18 Budget. Schedule public hearing and adoption of budget at May 10, 2017 Personnel Commission Meeting

Sandra Edwards, Personnel Commission, presented the 2017/2018 Personnel Commission Budget.

Kent Albertson, Chief Human Resources Officer, stated the full- time Director of Classified Human Resources should be added into the Budget.

7. INFORMATION AND REPORTS

A. Update from Perea Consulting Services regarding recruitment for Director – Classified Human Resources

Henry Perea, Consultant PCS, discussed the recruitment plan for the position Director of Classified Human Resources.

Commissioner Koch, stated that the Director position should require experience working within a Personnel Commission.

Kent Albertson, Chief Human Resources Officer, stated he would like the position to require some managerial experience.

The Personnel Commissioners decided that there would be no educational substitutions for experience.

8. ADVANCE PLANNING

The next regular Personnel Commission meeting is scheduled for Wednesday, May 10, 2017 at 5:00 pm in the District Office Board room.


9. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

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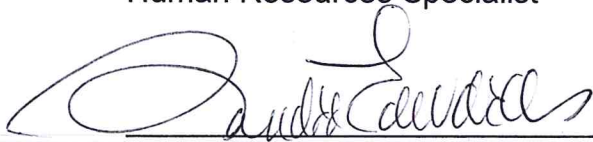
10. ADJOURNMENT

Commissioner Bruce Koch adjourned the Public Session at 5:53 p.m.



Mary Siegl
Human Resources Specialist

Dated: April 10, 2017



Sandra Edwards
Human Resources Specialist

Dated: April 10, 2017