

**FULLERTON SCHOOL DISTRICT
Personnel Commission Meeting
1401 W. Valencia Drive, Fullerton, CA**

Minutes of the Regular Meeting of November 23, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:31 p.m.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice-Chairperson
Mr. Tommy Reminiskey, Member

STAFF PRESENT

Paul Deines, Director, Classified Human Resources
Edna Gastelo, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of October 26, 2020, was made by Mr. Reminiskey and seconded by Ms. Varela; the motion was approved unanimously.

APPROVAL OF THE PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Personnel Report.

Mr. Deines addressed the Personnel Commissioners' questions regarding the actions listed.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey, and approved unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletins.

Mr. Reminiskey asked if the recruitments listed will be replacing retirees. Mr. Deines explained that some recruitments were retiree replacements and others were for new positions.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela, and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

The Personnel Commission reviewed the Director's Certification of Eligibility Lists.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey, and approved unanimously.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR'S REPORT:

Mr. Deines began by thanking the Personnel Commission staff: Ms. Roberts for all of her help with recruitments and employee actions; Ms. Shandy for her help with substitute staff recruitments; Ms. Gastelo for assisting classified staff with their FFCRA leaves; and Ms. Courtney Crissman for her help with scheduling interviews.

Mr. Deines shared that the Personnel Commission staff continues their efforts to fill vacancies that have arised due to COVID-19, as well as new recruitments.

Mr. Deines also shared information regarding an employee engagement project he is working on with both CSEA and the management team. Mr. Deines explained that the project will be designed to help employees who might be struggling in their positions and help find solutions that will allow the employees to be successful.

EXHAUSTED LIST COMMUNICATIONS UPDATE - REPORT 8

Mr. Deines provided the Personnel Commission with an update on the exhausted list that was brought to the attention of the Personnel Commission at the meeting of October 26, 2020.

Ms. JoAnne Declaro asked if the candidate [on the exhausted list] was satisfied with the resolution. Mr. Deines stated that the candidate and the CSEA representative were satisfied with the resolution.

CONSIDER APPROVAL OF THE REVISED ELECTRONIC REPAIR TECHNICIAN II (RANGE 32) JOB DESCRIPTION - REPORT 9

Mr. Deines shared that CSEA and District have reached a consensus with regard to the updates made to the Electronic Repair Technician II job description. Updates to the job description included removal of the network drop duties with the pay remaining at range 32.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela, and approved unanimously.

ACTIVE RECRUITMENT LIST - REPORT 10

Mr. Deines explained that the classifications listed are either recently opened or currently in the recruitment process.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 11

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 4:58 p.m.

RECESS TO CLOSED SESSION

No action was taken during the closed session.

Minutes Accepted By:

Tommy Reminisky, Chairperson
Recorded by: Edna Figueroa