

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

October 6, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 22, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Linda Vaughan.

ROLL A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technician; Monica Gaytan, Human Resources Assistant; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Anthony Kruzic, CSEA Chapter 2 Vice President-Unit B; Brian Jackson, Administrator, Technology Support Services.

MINUTES OF REGULAR MEETING APPROVED A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 22, 2022.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE None

PUBLIC HEARD None

REPORT FROM EXECUTIVE OFFICER Kenneth Kato, Executive Officer, reported that he attended the College and Career Fair at Millikan High School with Jesus Rios Jr., Certification Services Manager, and Veronica Bustamante, Human Resources Assistant.

Amy Van Fossen, Associate Personnel Analyst, reported there are 58 open recruitments with 38 accepting applications. Ms. Van Fossen shared the staff has administered 23 in-person exams since September 19, 2022. Ms. Van Fossen recognized Monica Gaytan, Human Resources Assistant, who will be on a temporary upgrade to Human Resources Technician.

Veronica Bustamante, Human Resources Assistant, shared that her experience at the Career and College Fair at Millikan High School was a great opportunity to have interaction and outreach with the students. Ms. Bustamante explained how she was able to describe to the students the job opportunities and the process in which to apply.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios recognized Veronica Bustamante, Human Resources Assistant, for her great work at the College and Career Fair held at Millikan High School. Mr. Rios shared positive feedback from the Office of School Support Services regarding Lydia Smith, Human Resources Technician, for her efforts to process walk-on coaches.

Susan Leaming, Personnel Analyst, introduced Brian Jackson, Administrator, Technology Support Services, who was in attendance to support New Business Item 3. Ms. Leaming shared that she, Mindi Ritter, Senior Administrative Secretary, Jesus Rios Jr., Certification Services Manager, and Monica Gaytan, Human Resources Assistant, recently attended a MyPD administrator training session and thanked Amy Pendray, Program Specialist, and Leo Ramos, Program Specialist, for conducting the training.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
3. **RATIFY** job announcement bulletin for Building Maintenance Worker
4. **RATIFY** job announcement bulletin for Carpenter
5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for Senior Purchasing Agent
7. **APPROVE** the certification of ASB Financial Technician eligibility list 23-0007-0751 established 10/07/2022
8. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0023-5288 established 10/03/2022
9. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0011-0175 established 10/07/2022
10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0009-0176 established 10/07/2022

11. **APPROVE** the certification of Head Start Family Services Liaison eligibility list 23-0008-5075 established 09/27/2022
12. **APPROVE** the certification of Instructional Assistant – School for Adults eligibility list 22-0223-0766 established 09/27/2022
13. **APPROVE** the certification of Network Specialist eligibility list 23-0042-5119 established 09/29/2022
14. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0027-5068 established 10/05/2022
15. **APPROVE** the certification of Nutrition Services Manager eligibility list 23-0015-5061 established 10/07/2022
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0058-5068 established 09/28/2022
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0073-5068 established 10/05/2022
18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0170-3308 established 10/07/2022
19. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0241-3308 established 10/07/2022
20. **APPROVE** the certification of Recreation Aide eligibility list 23-0080-5255 established 09/27/2022
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0081-5255 established 09/30/2022
22. **APPROVE** the certification of Recreation Aide eligibility list 23-0082-5255 established 10/04/2022
23. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0079-5255 established 10/04/2022
24. **APPROVE** the certification of Technology Field Operations Supervisor eligibility list 22-0276-5249 established 10/07/2022
25. **APPROVE** the certification of Transportation Scheduler eligibility list 23-0006-5040 established 10/04/2022
26. **APPROVE** the certification of Water-Boiler Treatment Specialist eligibility list 22-0224-3299 established 09/28/2022
27. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 23-0029-5280 established 10/05/2022

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-27 with an amendment to number 14 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50222681

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48470574

New Business Item 2 was moved into closed session.

3. **APPROVE** the Reestablishment and Revision of a Classification – Information Technology Projects Manager

After discussion a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS

1. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Old Business Item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 20, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:22 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50222681

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 50222681 to remain on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48470574

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 48470574 to remain on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

3. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to approve the Request for Hearing in Disciplinary Matter Employee E 00483834.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:23 a.m.