



Office of the Personnel Commission

501 South Santa Fe Avenue
Compton, CA 90221

**Notice and Call of Special Meeting of the
Personnel Commission**

MINUTES

Thursday, January 17, 2013

4:30 p.m.

**Minutes – Regular Meeting of the Personnel Commission
January 17, 2013**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Personnel Commission Meeting Room, to access written documents being discussed at the Personnel Commission meeting, or to otherwise participate at the Personnel Commission Meetings, please contact the Office of Personnel Commission at (310) 639-4321, 55054 for assistance. Notification of at least forty-eight (48) hours before the meeting will enable the Personnel Commission to make reasonable arrangements ensure accessibility to the Personnel Commission Meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Office of the Personnel Commission located at 501 S. Santa Fe Avenue, Compton, CA 90221 during normal business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. In addition, such writings and documents are posed on the Personnel Commission’s website at: www.compton.k12.ca.us.

A. OPEN SESSION

1. Call to Order
2. Roll Call

Ms. Florence Adams – Vickers, <i>Chairperson</i>	Excused	
Mr. Jonathan B. Taylor, <i>Vice Chairperson</i>	Present	X
Ms. Janice Irving, <i>Member</i>	Present	X
Mr. Laurence Adams, <i>Secretary</i>	Present	X

3. Pledge of Allegiance

PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

All persons wishing to speak on Agenda items may do so at this point in the agenda. To be recognized to speak, the speaker must sign the sign-in sheet on the back table. Comments will be limited to three (3) minutes per individual. If you wish to ask questions, please address them to the Chairperson and not to individual members of the Personnel Commission or to the staff.

All persons who wish to speak during meetings of the Personnel Commission of the Compton Unified School District are expected to be courteous and respectful to other people and abide by the directions of the Chairperson of the Personnel Commission in terms of when and how long they may speak. Further, individuals are requested not to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the direction of the Personnel Commission may be disruptive to the meeting and may result in the person being ejected from the meeting. Disruption of a Personnel Commission Meeting is also unlawful and may result in criminal prosecution.

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Public Comments:

Gwen Holmes, President of AFT Local 6119 addressed her concerns regarding FMOT cross training in that department, Out of Classification for Cooks as Supervisors in the Student Nutrition Services Department. She expressed her concerns that these OOC assignments were creating hostility among co-workers and asked that these assignments be ended immediately.

Commissioner Taylor asked Ms. Holmes how cafeteria Workers and Cooks were able to gain supervisory experience based on the limitations in place by way of AFT Union Agreement.

Ms. Holmes stated that due to the District eliminating Lead workers for Student Nutrition Services the opportunity for on the job experience becomes difficult due to the requirements of the AFT Union Agreement.

Rodney Andrew spoke on the Table of Organization for the Student Nutrition Services Department. He wanted to bring to the Commissions attention that his position was not represented on this chart.

Mr. Andrews also requested that the Personnel Commission look into re-instituting the Employee of the Week. Commissioner Taylor requested that Mr. Andrews place this suggestion in writing to the Personnel Commission and maybe the departments could nominate an employee a month for recognition on the District's Website.

Ms. Debra English, of the SNS department raised concerns regarding substitute Cafeteria Workers not being trained and the managers having to take too much time to do so. She also stated she was not happy with having to deal with the constant turnover of Cafeteria Worker Substitutes. The problem is due to the substitutes not reporting to work, being poor workers or disruptive once there.

Commissioner Irving is on board with Mr. Adams working to address and resolve these issues.

Mr. Earl Wilson spoke regarding the Student Nutrition Services Table of Organization have the incorrect job title listed for himself. Commissioner Irving spoke on this matter as it related to the previous reclassification done on behalf of Mr. Wilson. She stated that the Personnel Commission acted on and approved the Foods Warehouse Manager as the reclassification title in this matter. She also assured Mr. Wilson that the investigation into correcting previously submitted information for the reclassification was actively being worked on and it would be resolved, she asked for patience in this matter. Mr. Wilson thanked the Commission.

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December 20, 2012**

Public Comments – Continued:

Mr. Andre McTaw, Plant Worker at Compton High School had concerns regarding the Mechanic position he tested for. Per Mr. McTaw the Transportation department eliminated the position, there was another employee who resigned and therefore the department is in need of this position to be filed.

Ms. Holmes went on to elaborate on this matter stating that the Transportation department is responsible for serving all vehicles for the district despite the Bus service no longer being used.

Commissioner Irving requested Mr. Adams to look into this matter.

Mrs. Barbara Banks stated that she would speak with Mr. Adams on this matter to bring him up to date on what took place prior to her retiring from the District.

Mr. Todd Gibson, Plant Worker wanted to share a letter with the Personnel Commission and clarify some matters. Mr. Adams interjected on behalf of Mr. Gibson and stated that his matter had been resolved. Mr. Gibson was under the impression that due to his working Out of Classification as a Plant Manager he was violating the union agreement of AFT. Mr. Adams stated so that everyone would understand that when a person competes successfully and ranks on an Eligibility List, there are eligible to work Out of Classification. The Education Code requires that persons who are hired to work are hired from an Eligibility List; therefore, Mr. Gibson was fine working Out of Classification.

Ms. Adrienne Cleveland, SEIU Local 99 Field Representative thanked Mr. Adams for working with Compton Unified School District to handle the problems that have been brought to his attention. She requested that as the District looks into the realignment of the Student Nutrition Services Department that SEIU be part of the discussion.

Commissioner Taylor stated that he is grateful to SEIU for recognizing the Personnel Commissions effort to bring about change. The effort of the Personnel Commission is to be honest in resolving these problems.

Ms. Cleveland is still concerned about the problems facing the SNS department and was sure that once the employees are treated fairly, the children will benefit in the end.

Commissioner Irving stated that the Personnel Commissioner is working to help the unions help the employees they represent.

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Public Comments – Continued

Kimberly Mahmoud, Nutrition Services Supervisor spoke on lack of money being a morale issue. She continued that there are vast differences in salaries between upper management and the workers. She continued that the workers are fighting hard to make ends meet and are still working to help the children with no support from management.

Ms. Mahmoud raised question as to the evaluations of Cafeteria Workers being overturned despite their being serious issues or infractions committed by the Workers. The Supervisors are feeling that is pointless to participate in the process when the evaluations are not being supported.

Commissioner Taylor clarified the Personnel Commissions role in salary issues in the District.

Because the SNS department has concerns that merit attention, he asked if those present would allow the Personnel Commission time to begin to investigate and resolve some issues so as to reduce the number of complaints and show the concerned parties that the Personnel Commission is concerned and serious about helping where it can.

Commissioner Irving would like in-service training for SNS, so everyone will understand their roles and then be able to work in a more harmonious way. Commissioner Irving is interested in putting permanent persons in place by way of Cafeteria Workers.

Ms. Holmes (AFT) spoke regarding the evaluations of the Cafeteria staff. She stated that every evaluation that was overturned was due to the employees' right of due process being violated by the union agreement/contract and this was even in cases where the employee was in the wrong.

Commissioner Irving wants in-service training for SNS so everyone will understand their roles within the department by way of possible FRISK training. Mr. Adams stated that the Personnel Commission would be able to facilitate such training.

Mr. Randy Warren, Plant Manager I at Carver Elementary raised concerns about an employee transferred to a district office for misconduct towards students, yet continues to come to the campus. Commissioner Taylor referred Mr. Warren to speak with Mr. Adams after the meeting.

Ms. Carmen Cooper, Nutrition Services Supervisor spoke regarding deplorable working conditions. Included in this complaint was Ms. Coopers interactions with the department secretary on the matter of providing substitutes to her work location. Gwen Holmes stressed to the audience the need to follow chain of command.

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Public Comments – Continued

Where there are complaints regarding employees' the immediate supervisor is to be contacted until all avenues have been exhausted before it would come to the Personnel Commission for attention.

Commissioner Taylor politely interrupted the interchange to assure all in attendance that the Personnel Commission will work to correct staffing issues and work conditions for Student Nutrition Services, while stressing that these matters need to be put in writing to be properly addressed by this office.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

All persons wishing to speak on Closed Session items may do so at this point in the agenda. To be recognized to speak, the speaker must complete the sign-in sheet on the table at the entrance of the meeting room. Comments will be limited to three (3) minutes per individual. If you wish to ask questions, please address them to the Chairperson and not to individual members of the Commission or to the staff.

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This section of the Personnel Commission Agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Personnel Commission's adjournment to Closed Session, he or she is invited at this time to step up and be heard. After all the comments have been received, the Personnel Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Personnel Commission takes action in Closed Session, the action will be reported out in Open Session when the Personnel Commission reconvenes before adjournment of this meeting.

Comments: There were none made.

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4. Approval of Minutes for December 20, 2012

Moved: J.I. Seconded: J.T.

Ayes	Nays	Abstention
2	0	0

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5. Senior Director’s Follow-up Report: Student Nutrition Services (Written Report and Oral Presentation).

Mr. Adams presents the report on Student Nutrition Services operations. He provided the Table of Organization for this department. Based on the complaints voiced at the January 10, 2013 Personnel Commission Meeting.

Mr. Adams met with the Superintendent and Business Services Administrator to answer questions brought forward by employees of SNS. During the report Mr. Adams explained that the analysis conducted by Business and Administrative Services concluded that a consultant would be needed until the recruitment for the Director of Student Nutrition could be completed.

During this discussion the question of out of class compensation for Ms. Pearce and Mr. Shields can only be corrected if the employees notify the Personnel Commission of the matter for investigation and remedy.

The Superintendent and Management do agree that alignment is in order. One of the decisions by Mr. Alvarez to directly supervisor the SNS employees that do not report directly to the S.N.S. Operations Managers.

Mr. Adams clarified the rules on Classified employee evaluation process as raised by Mr. Rodney Andrews, System Specialist of SNS. For classified employees to be evaluated legitimately the immediate supervisor must have done so for 60 days or greater.

The services and qualifications for a Registered Dietician will be looked at with the assistance of the consultant being considered for hire to work with the realignment of the SNS department.

In an effort bring balance to the Student Nutrition Services, it is the desire of Mr. Alvarez’s and the District to provide the Operations Managers in the SNS department with the support they need to continue with operations and stabilize the department.

Commissioner Irving questioned whether the unions had any say on the matter of the hiring of the consultant. Mr. Adams explained that due to this position being a management position, it is not represented and as such the district is able to hire for this on a contracted basis. Commissioner Irving is concerned about the cost associated with this consultant, and the money issue expressed by the employees of SNS, about wanting all of the employees in this department to be given opportunity for advancement and alignment for financial reasons.

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Senior Director’s Follow-up Report: Student Nutrition Services - Continued

Commissioner Taylor wanted to know how long Mr. Alvarez had been with the District, to which Mr. Adams stated December 1, 2012. Mr. Taylor voiced his concerns about the recent arrival of Mr. Alvarez and his making a major decision about a consultant so soon. Commissioner Taylor continues that it is unfair for this action to take place, and he is not sure this is going to fix the issues in existence in the SNS department.

Mr. Adams further explains that the desire of the District and Management is to hire a Director as soon as possible.

Commissioner Irving is concerned that district Management has not talked to, or listened to the concerns of SNS employees to properly address the issues of this department by bringing in a consultant instead of working on the problems from within.

Commissioner Taylor asked if management asked the commissions opinion, but Mr. Adams did share that the Personnel Commission would prefer that the district hire an interim Director for this, but the matter was referred to Mr. Alvarez for a decision in this regard.

The consultant is being hired to specifically deal with the district being out of compliance with the issue of 504 and dealing with the lack of a Registered Dietician to address the dietary needs of our students and specifically the Special Needs students.

Ms. Mahmoud, states that there is a Nutrition Services Supervisor who has the qualifications for Registered Dietician, but never been given the opportunity to work in this classification. Commissioner Taylor and Irving have asked that Mr. Adams verify this to be so.

There is a second presentation given by Regina L. Robinson, Personnel Analyst (Testing/Recruitment/Selection) regarding the Nutrition Services Operation Manager testing instrument and selection.

During this examination it was discussed that due to protest to each of the examinations, they were changed repeatedly until it was re-opened February 20, 2012. The examination was changed the written examination was given May 2012, the performance was given June 7, 2012. Of the candidates invited to take the software performance, five (5) were successful in passing this and on July 10, 2012 the Oral Interview took place. As a result of the testing two (2) were placed on the Promotional List and three (3) were placed on the Open Eligibility List.

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Senior Director’s Follow-up Report: Student Nutrition Services - Continued

To continue with the presentation, the audience was walked through the next stage in the hiring process. A package is presented to the Board of Trustees for management positions. Included in this package are the following:

1. The recruitment that was used, the job description including the salary
2. The candidates that were interviewed by the hiring department, the certification sheets used in rating the candidates

Mrs. Robinson continued by informing the audience that the interviews that took place were not solely conducted by the then Director (prior to her leave in September 2012), but by three others. Initially Mrs. Robinson stated that the other three were individuals from the outside, but Mr. Adams corrected the statement by saying that there were two (2) from the outside and two (2) were district employees.

Once Mrs. Robinson completed the presentation Commissioner Taylor stated he was satisfied based on the report given, that testing had not been compromised. Mr. Adams clarified that the four (4) raters conducted the department interviews on July 31, 2012.

The Personnel Commissioners had the actual rating sheets and each of the raters score the individual candidates. On August 8, 2012 Tracie Thomas certified to the Personnel Commission the top three (3) choices for this position. The first choice made was from the Open Eligibility list and this person declined the offer. As a result the positions were then offered to the two (2) candidates from the Promotional Eligibility List and the employees accepted the promotions.

Commissioner Taylor wanted to clarify that Tracie Thomas was the hiring authority who made the selections for filling of this position and Mr. Adams confirmed that this was true. Mr. Adams continued that he understood the confusion associated with this recruitment, due to there being three (3) separate recruitments.

The Personnel Commissioners were provided data from NEOGOV. Mrs. Robinson explained the breakdown of this data. When the position was closed 72 persons applied, 23 were rejected at the application level, 36 did not pass the Written Examination and, 13 did not pass the Performance/Software Examination. In the end five (5) candidates made it to the Nutrition Services Operations Manager Eligibility List, two (2) on the Promotional Eligibility List and three (3) on the Open Eligibility List.

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Senior Director’s Follow-up Report: Student Nutrition Services - Continued

Based on the department interviews Tracie Thomas made her final selection on August 8, 2012.

Commissioner Irving wanted to know when the Eligibility List was approved. Mrs. Robinson stated that it came to the Personnel Commission in July 2012 for approval.

Commissioner Irving then wanted to know when the item went to the Board for approval. Mr. Adams stated that it went to the Board twice, the first date he did not know, but the second date was October 23, 2012 after he started as Interim Sr. Director. As a result the candidates began in a probationary status October 24th or 25th, 2012.

Commissioner Irving would like to know when this item originally went to the Board for approval and Mr. Adams stated we would bring that information back.

Commissioner Irving asked Ms. Vickie Johnson-Woods if she was satisfied with this explanation. Ms. Johnson-Woods stated she was not happy with the explanation. Commissioner Taylor explained that repeated testing does increase proficiency in the examination process.

Commissioner Irving also added that the persons originally responsible for this examination are no longer here, Matt Spencer. She continued that Mr. Adams and Mrs. Robinson were not here during this process. Commissioner Taylor stated that the information presented should help persons become more comfortable with the process being validated, with records being able to be provided to support the actions being taken in the filling of this classification.

Commissioner Taylor continued to assure the audience that the testing could be used as a stepping stone for professional development to assist employees increase their technical knowledge to help with career growth.

Ms. Mahmoud questioned the offer of employment being declined by the candidate on the Open Eligibility List. Mr. Adams for clarification stated that Ms. Mahmoud is stating that a female was offered the job, when the reality is, it was a male applicant that was offered the job from the Open Eligibility List and he declined the offer.

Commissioner Taylor stated that it appears that due diligence has taken place in this recruitment. He realizes that this does not set well with all, but he is satisfied that the processes were followed.

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Senior Director’s Follow-up Report: Student Nutrition Services - Continued

Adrienne Cleveland, Union Representative for SEIU Local 99 stated to the Personnel Commissioners that the resistance they are receiving is due to the process being compromised prior to their being in place on the commission and prior to Mr. Adams being hired as Sr. Director.

The reports are concluded and submitted.

6. Action Items

a. 12/13-027

Approval of eligibility list(s) for Cafeteria Worker for a one-year period pursuant to P.C. Rule 50.100.1 (a).

Proposed Action: Motion to approve the eligibility list for Plant Worker.

<i>Number of Candidates</i>	<i>Classification</i>
162	Cafeteria Worker

Comments: Commissioner Irving had a question on the Promotional List for Plant Worker since this is an entry level position. At the request of Mr. Adams, Regina Robinson, Personnel Analyst explained that the two persons on the Promotional List were current employees and so entitled to be placed on the list for promotional consideration. The item is approved.

Moved: J.I. Seconded: J.T.

Ayes	Nays	Abstention
2	0	0

b. 12/13-029

Approval of Revision to Classification Specification for Director of Student Nutrition.

Proposed Action: Motion to approve the eligibility list for Cafeteria Worker.

Comments: Commissioner Irving requested to discuss this matter in closed session prior to approving this item. After closed session all questions were answered.

Moved: J.I. Seconded: J.T.

Ayes	Nays	Abstention
2	0	0

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c. 12/13-030

Approval of Lateral Transfer Request for Employee No. WC7353699.

Proposed Action: Motion to approve the Lateral Transfer Request for Employee No. WC7353699.

Moved: J.I. Seconded: J.T.

Ayes	Nays	Abstention
2	0	0

7. Adjournment at: 9:30 p.m.

Moved: J.T. Seconded: J.I.

Ayes	Nays	Abstention
2	0	0

Next regularly scheduled meeting is Thursday, January 24, 2013 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, First Floor, Compton, CA 90221