



Office of the Personnel Commission

501 South Santa Fe Avenue

Suite #150

Compton, CA 90221

REGULAR Meeting of the Personnel Commission

MINUTES

Thursday, September 05, 2013

4:30 p.m.

Agenda– Regular Meeting of the Personnel Commission
September 05, 2013

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact Claudia Con, Personnel Analyst at (310) 639-4321, for assistance. Notification of at least forty-eight (48) hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the 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 ***Personnel Commission Office located at 501 S. Santa Fe Avenue, Suite #150, 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 posted on the Personnel Commission’s website at: www.compton.k12.ca.us.

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 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 Chairman 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 directions 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.

A. OPEN SESSION

1. Meeting was Called to Order at 4:30 p.m.

2. Roll Call

Ms. Florence Adams-Vickers, ***Chairperson***

Present

Absent

Mr. Jonathan B. Taylor, ***Vice Chairperson***

Present

X

Ms. Janice Irving, ***Member***

Present

X

Mr. Laurence Adams, ***Secretary***

Present

X

3. Pledge of Allegiance

4. Minutes

a. Approval of Minutes for May 09, 2013

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

b. Approval of Minutes for May 13, 2013

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

c. Approval of Minutes for May 16, 2013.

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

d. Approval of Minutes for May 20, 2013.

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

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.

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 Chairman of the Personnel Commission in terms of when and how long they may speak. Further, no individual is to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the directions 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 unlawful and may result in criminal prosecution.

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 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 Commission will immediately adjourn to

Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

Public Comments:

Speaker: Adrian Cleveland – (*Plant Manager -Chester Adult School*)

Department: Student Nutrition Services

Issues: Staffing, ordering, work performance

Ms. Cleveland reminded the Commission, at a previous PC meeting; Student Nutrition designated the ordering of supplies to Operations Managers w/in Student Nutrition. However, since that meeting, that protocol is not being followed, and the details of such, in her opinion, are unsatisfactory and unsanitary.

Commissioner Taylor asked Ms. Cleveland for further clarification in regards to the unsatisfactory procedures being performed, to which Ms. Cleveland informed the Commission, that in regards to food distribution, food items were being picked up from all school sites, and transported to the actual high school in need.

Commissioner Irving asked Ms. Cleveland to explicitly state issues she deemed in a state of emergency, and needing to be addressed.

Ms. Cleveland then stated the following issues/topics of concern:

- 1) Appointment of the Interim Director – Consultant
- 2) Warehouse Mgr. working out of classification (not being compensated)

Commissioner Taylor asked Ms. Cleveland to itemize her list of grievances, and provide them to the Commission. Ms. Cleveland informed the Commission, Sr. Director of Classified Personnel, Mr. Adams, has her itemized list, and her union (SEIU) is aware of this issue.

Discussion further ensues to accurately determine the process for ordering, both past and present, for Student Nutrition. Linda Rawlings addresses the Commission and further clarifies the issues for the department.

The Commission asks Mr. Adams to further research the matter in question, in regards to the procedure of ordering, individual(s) responsible for ordering, and the providing of Personnel Commission minutes from the Commission meeting in question **July 25, 2013**. Ms. Irving asked Mr. Adams to draft a letter to Mr. Alvarez citing specifically the health code violations in question, regarding this matter.

Speaker: Derrick Hefflin – (*Maintenance Worker – FMOT*)

Department: FMOT

Issues: Work performance/assignments, carpentry shop

Mr. Hefflin informed the Commission of unrealistic job expectations of carpenters expressed in a FMOT meeting, held prior, of which, he requested written documentation explicitly stating the distribution/assignment of job duties, and to who(m) are the immediate supervisors. To date, he

had not received this information, he also stated a supervisor had been designated for the shop, but is never seen or noticeable.

Commissioner Taylor shared Mr. Hefflin’s sentiment, to which Mr. Hefflin stressed the lack of accountability, and lack of leadership from management, for failing to provide clear expectations, goal and duties, who(m) is directly responsible for oversight, thus leading to “presumed” unsatisfactory work performance by staff.

Commissioner Irving asked Mr. Adams for an update on a previous request made of Mr. Alex Alvarez, Chief Administrative Officer, to clarify work distribution, accountability, and supervision in the carpentry shop, to which Mr. Adams informed the Commission that is a work in progress.

Commissioner Taylor informed the Commission, that because of the merit system, the District is not in compliance “if” there is no immediate supervision in the three shops in question, and informed Mr. Adams, a written document informing how work is distributed and who(m) is the immediate supervisor, is to be provided to employees and to the Commission.

Mr. Hefflin also informed the board of other unfair practices of the FMOT department, including, lack of supervision, unequal distribution of overtime, in regards to seniority, etc.

Speaker: Joe Alhert

Department: CSEA Union

Issues: College Tutors, Sub planting of Classified Employees work w/ Volunteers, or Certificated Instructors

Mr. Alhert wanted to address the Commission on behalf of CSEA to ensure Instructional Assistants (no matter what bargaining unit) are being used per the Education Code, to perform the duties of College Tutors or other classifications similar to that of Instructional Assistant, before volunteers or certificated personnel. Mr. Adams informed the Commission of the background of this situation, the number of employees who were displaced, and subsequently all who were offered employment. Mr. Adams also informed the Commissioners of the test challenge opportunity, afforded to those individuals not meeting the 48 semester units requirement, of which he/she must demonstrate core competencies by way of testing, and written paragraph performance measure, a method in use on a limited basis by CUSD.

Speaker: Gerald Bushnell – (Warehouse Worker)

Department: Warehouse/ Business Services

Issue: Just-in-Time Ordering System

Mr. Bushnell wanted clarification as to the “current” status of the Just-in-Time system for the 2013/2014 school year, of which, Commissioner Taylor informed him the system is still in place for the current school year, but, the District has met all legal obligations of the current contract, and the Personnel Commission has resolved to discontinue use of the procedure at the end of school year and contract. The Personnel Commission has forwarded this suggestion to the Board of Trustees, with the desire to return to the previous method for ordering, restoring the former functions/procedures of the warehouse for the upcoming school year and subsequent end of the contract.

Speaker: Anita Jones – (*Lead Warehouse Worker*)

Department: Warehouse/Business Services

Issue: Just-in-Time

Ms. Jones addressed the Commission to inform them the contract for the Just-in-Time system ends on December 31, 2013, and not the end of our school year June 30, 2014. She wanted to ensure the Commission is aware of this in order to ensure a new contract is in place, or old procedures are enacted, when this contract ends.

C. OPEN SESSION

1. *Resolution on Just in Time.*

Commissioner Taylor reads the “resolution” of the Personnel Commission in regards to the “*Just-in-Time*” ordering procedure, which informs of the “*suggestion*” of the Personnel Commission to the Board of Trustees to “discontinue” the “*Just-in-Time*” system, as it requires clerical personnel to carry-out duties similar to that of warehouse personnel, that infringes on the rights of said classified personnel. Commissioner Taylor suggested the motion to record this resolution to the official minutes and record for September 5, 2013.

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

2. *Report on College Tutors.*

Mr. Adams gave an oral update on College Tutor usage in the District, informing the Commission, there will be a subsequent formal presentation and written directive, presented to them, once all variables have been identified and resolved at a later date. Mr. Adams gave background information on the subject, informing the Commissioners of the need for 3 College Tutor positions, and the departments, of which they will be in use. Mr. Adams informed the Commission that all displaced CSEA members were offered employment.

B. Convened into CLOSED SESSION at 5:54 p.m.

1. **Appeals:** Appeal of the decision to affirm the recommendation of the District to remove an eligible from an eligibility list based on information disclosed in a criminal record report (Rule 80.3002B1) for **Applicant No. 1** and **Applicant No. 2. (Pursuant to Government Code Section 54954.5).**
2. Adjournment/Reconvene in Open Session and Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

Reconvened out of CLOSED SESSION at 6:37 p.m.

1. Adjournment/Reconvene in Open Session and Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	

There was nothing to report out of Closed Session.

6. Meeting Adjourned at 6:38 p.m.

Next scheduled Regular Meeting is September 9, 2013 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.

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

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	