## Berkeley Unified School District Personnel Commission Meeting Minutes

October 13, 2016 5:00 pm

1. Call to Order

The meeting was called to order at 5:06pm

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice Chair-Person Carter, and Commissioner Goldstein were present and a quorum was established.

3. Public Comments

None

4. Approval & Adoption of Agenda

Commissioner Carter made a motion to approve,

Approved, 3-0

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

- a) August 4, 2016 p. 3-5 (as amended from September 1<sup>st</sup> meeting). Approved 3-0
- b) September 1, 2016 Approved 3-0
- 6. Consent Items

Ratification of 目igibility Lists

Paula Phillips, BOCE President requested to pull items A,B, and E for discussion.

a) Student Systems Analyst

President Phillips commented that this exam took unusually long to develop while the employees were already sitting in the positions provisionally. She commented that the employees are being harmed by losing out on their seniority dates because of this. President Phillips commented that the Personnel Commission relies too much on Subject Matter Experts to develop exams.

Vice-Chairperson Carter made a motion to approve items C and D, Approved 3-0

Vice-Chairperson Carter made a motion to approve items A and B, Approved, 3-0 Item Eto be brought to the next meeting

## 7. Discussion Items

a) Agenda Item Request: Lolita Coleman

Lolita Coleman, former Administrative Assistant, commented that she has the same bumping rights as a laid off employee, and that she was released to return to work without restrictions in July. She commented that she became aware that there were provisional assignments made in the Risk Management and Benefits department but that she was never notified of those. Vice-Chairperson Carter commented that he recalled from the last meeting that she was placed on the 39 month re-hire list due to exhaustion of leave so she did not have bumping rights. President Phillips commented that Ms. Coleman has bumping rights and that the Personnel Commission staff is willfully violating the merit rules. Tracie De A

10. Public Comments
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Mansour Id-Deen, NAACP Berkeley chapter President, commented that employees on the 39 month re-hire list are not being contacted. He stated that several individuals were informed that when applying for unemployment, someone from Human Resources told EDD that these employees quit their jobs, which delayed them receiving their funds and asked why this was done and who authorized the response to EDD.

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Next Meeting The next special meeting was scheduled for 10/19/16. The next regular meeting will	be held on 11/3/16.
Adjournment Meeting adjourned at 7:44	
Respectfully Submitted,	
Erin Arinez  Classified Personnel Supervisor, Personnel Commission	 Date
Approved,	
Reynaldo Ortiz Chairperson, Personnel Commission	Date