CALL TO ORDER | Mr. Gaylord called the regular session to order at 5:04 p.m.

ROLL CALL | Commissioners Richard Gaylord, Jeannine McManigal-Ball, and Jacqueline Wilvers were present.

CLOSED SESSION | Pursuant to Section 54957 of the California Government Code, discussed appointment, employment, discipline or dismissal of public employees. No action was taken during closed session.

PLEDGE OF ALLEGIANCE | Mr. Gaylord asked Ms. Wilvers to lead the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES | Motion to approve, the minutes of the December 2, 2013 meeting, with amendments, made by Ms. McManigal-Ball; seconded by Ms. Wilvers.  

Motion carried 3/0

ELECTION OF OFFICERS | Chairperson for Calendar Year 2014

Mr. Gaylord opened the floor for the nomination of Chairperson for calendar year 2014. Ms. Wilvers nominated Ms. McManigal as Chairperson; seconded by Mr. Gaylord.

Motion carried 2/0

Vice Chairperson for Calendar Year 2014

Ms. McManigal-Ball opened the floor for the nomination of Vice Chairperson for calendar year 2014. Mr. Gaylord nominated Ms. Wilvers as Vice-Chairperson; seconded by Ms. McManigal-Ball.

Motion carried 2/0

OLD BUSINESS | None.

NEW BUSINESS | Establishment of a New Classification – First Reading

Julie Kossick, Director of Human Resources, submitted for first reading an establishment of a new classification for CAED Research Analyst.

Sheneui Weber, Executive Director of Economic Development was present to answer questions.

This item will return on a future agenda for second reading and approval.

Eligibility List

Child Care Assistant (#14-013)

Ms. Kossick submitted for approval an eligibility list for Child Care Assistant (#14-013).

Motion to approve made by Ms. Wilvers; seconded by Mr. Gaylord.

Motion carried 3/0

Grants Assistant II (#14-015)

Ms. Kossick submitted for approval an eligibility list for Grants Assistant II (#14-015).

Motion to approve made by Mr. Gaylord; seconded by Ms. Wilvers.

Motion carried 3/0
INFORMATIONAL ITEMS

Next Meeting

Ms. McManigal-Ball announced that the next meeting would be held on Monday, January 13, 2014 at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

COMMENTS FROM THE STAFF

Ms. Kossick congratulated Ms. McManigal-Ball for being elected as Chairperson and Ms. Wilvers for being elected as Vice Chairperson.

Ms. Kossick said Ms. Wilvers’ welcome reception was very well attended and gave Ms. Wilvers the opportunity to reconnect with individuals she had worked with in the past and also to meet new people.

Ms. Kossick gave the Commission a report on recruitments and informed them that there had been a greater number of recruitments in 2013 than in 2012. She said she was looking forward to 2014 and wished everyone a safe and joyous holiday season.

COMMENTS FROM THE COMMISSIONERS

Ms. Wilvers thanked Ms. Kossick for the welcome reception and said it was so wonderful to see all of the friends she had made over the years. She gave her sincere appreciation to all who contributed in making her reception a memorable experience. Ms. Kossick gave credit to Community Relations, the Human Resources and Personnel Commission staff. She gave a special acknowledgment to Camille Bolton, Lynn Blankenship, and Georgiana Mejia-Gaytan for coordinating the event and making it such a success.

Mr. Gaylord wished everyone a happy holiday season and new year. He asked to be excused from the first meeting in January and congratulated his colleagues on their election. He reminded everyone that the Personnel Commission has limited powers, and as much as they would like to, they cannot take action on items not placed on the agenda per the Brown Act. He asked that parties who wish to discuss items during a Commission meeting contact Ms. Kossick to have those items agendized.

Ms. McManigal-Ball thanked her fellow Commissioners for electing her as Chairperson. She acknowledged Mr. Gaylord for his service as Chair in 2013 and complimented him on his phenomenal leadership. Ms. McManigal-Ball stated that she was really happy to hear that the District was hiring for new positions and bringing back people who had been laid-off in the past. She thanked Ms. Kossick and Annalisa Iglesias, Sr. Administrative Assistant to the Personnel Commission, for all their hard work and dedication and added that they were both the backbone to the Commission. Ms. McManigal-Ball complimented the Union on getting through a tough year in spite of having had such a huge learning curve and said she looked forward to working with them in 2014. She also expressed her gratitude to the hiring authorities who attended the meetings despite them having worked a long day. She ended by thanking the staff from Facilities and Media for their due diligence on meeting set-ups and audio recordings.

COMMENTS FROM THOSE IN ATTENDANCE

Therese Wheeler, AFT Representative, addressed the Commission and asked for clarification on the procedure on how to get items on the agenda. She also requested permission to upload the audio of Personnel Commission minutes onto YouTube. Ms. Kossick explained that she had already addressed these issues with the president of the Union. Ms. Wheeler continued by requesting that agendas be distributed five working days prior to a meeting. Ms. Kossick reminded everyone that the Brown Act requirement for agenda postings is 72 hours and said that changing the current process would directly impact the hiring authorities, the District, and would place a burden on Personnel Commission staff. Ms. Kossick clarified that with only a one week turn around period there would not be enough time to research, prepare, complete the minutes, and compile all supporting data and documents. Mr. Gaylord agreed and added that Personnel Commission agendas were not lengthy; therefore, he felt there was not a need to alter the distribution process.

ADJOURNMENT

Ms. McManigal-Ball adjourned the meeting 6:02 p.m.