

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

MINUTES
Regular Meeting

March 23, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 23, 2023 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.

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Matt Woods, Executive Director, Technology & Information Services; Kellyanna Miller, CSEA Representative, and Valeeta Pharr, CSEA member.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 9, 2023.

<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, explained that the Multimedia and Marketing Department are working on restructuring the District website with new features that will be helpful to navigate the site. Mr. Kato mentioned that the Personnel Commission front walkway has some concrete cracking and will be getting repaved for safer entry onto the site.

Judith Alonso, Human Resources Technician, reported there are 57 recruitments in various stages of the process, 31 accepting applications, 10 in testing and five in scoring. Ms. Alonso shared that the Personnel Commission staff participated in the Harbor Occupational Center – South/West/Harbor Connect LA Regional Job Fair on Thursday, March 9th. Ms. Alonso mentioned that there was about 300 people registered for the job fair. Ms. Alonso shared attending job fairs is rewarding because of the opportunity to see and talk to potential candidates in person.

Andrea Armas, Human Resources Technician, spoke about the positive impact on both the employees and potential candidates by having Personnel Commission staff attend job fairs in and around the city. Ms. Armas shared that connecting with the candidates allows staff to learn what their career goals are and offer job opportunities that fit their path. Ms. Armas mentioned going to neighboring cities allows us to connect outside of our community and expand our reach to potential candidates.

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 shared that at the last Board of Education meeting a total of 41 probationary employees were appointed in various positions of the classified service. Mr. Rios mentioned we received 752 summer school applications and the window has now closed for submission. Mr. Rios shared the Child Development Center (CDC) held a job fair on the Monroe site and that staff assisted with fingerprinting processing and job offers to candidates.

Commissioner Ulaszewski complimented staff on the creative methods used to reach out to the candidates during the job fairs and specialized recruitment events to understand their perspectives and backgrounds and relate the job opening in a different way that is attractive. The current market trends are changing and Mr. Ulaszewski mentioned that we have to remain diligent and try different approaches in our recruitment efforts to remain a top employer.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant School Safety and Emergency Preparedness Director
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for District Security Officer
6. **RATIFY** job announcement bulletin for Human Resources Technician
7. **RATIFY** job announcement bulletin for Instructional Aide – Educare, Instructional Aide – Educare Bilingual Spanish
8. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor
9. **RATIFY** job announcement bulletin for Plant Utilities Operator

10. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning
11. **RATIFY** job announcement bulletin for Senior Associate General Counsel
12. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW4-5258 established 10/11/2022
13. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW5-5258 established 11/08/2022
14. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW6-5258 established 11/22/2022
15. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW7-5258 established 12/06/2022
16. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW8-5258 established 12/20/2022
17. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW9-5258 established 01/10/2023
18. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW10-5258 established 02/07/2023
19. **APPROVE** the certification of Electronics Technician eligibility list 23-0213-0110 established 03/13/2023
20. **APPROVE** the certification of Executive Secretary (C) eligibility list 23-0188-0678 established 03/16/2023
21. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0214-0175 established 03/16/2023
22. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0215-0176 established 03/16/2023
23. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 23-0217-5031 established 03/16/2023
24. **APPROVE** the certification of High School Office Supervisor eligibility list 23-0205-3349 established 03/15/2023
25. **APPROVE** the certification of HVAC Technician eligibility list 23-0210-5103 established 03/16/2023
26. **APPROVE** the certification of Information Technology Portfolio Manager eligibility list 23-0155-3505 established 03/22/2023

27. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0228-0448 established 03/13/2023
28. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0243-0448 established 03/23/2023
29. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 23-0207-5064 established 03/10/2023
30. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 23-0208-5065 established 03/10/2023
31. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 23-0209-5066 established 03/10/2023
32. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0237-5068 established 03/14/2023
33. **APPROVE** the certification of Recreation Aide eligibility list 23-0231-5255 established 03/14/2023
34. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0234-5257 established 03/14/2023
35. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0197-5261 established 03/21/2023
36. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0198-5262 established 03/21/2023
37. **APPROVE** the certification of Warehouse Materials Processor eligibility list 23-0201-0712 established 03/13/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-37 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 Creation of a New Classification – Cyber Security Manager

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business item 1.

<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** meeting dates for Personnel Commission 2023-2024

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business item 2.

<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 Recommendation to Remove from Eligibility List - Applicant ID 51950721

New Business item 3 was moved into closed session.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 6, 2023 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 8:37 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:20 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51950721

Following 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 staff's recommendation and remove Applicant ID 51950721 from 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		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:22 a.m.