

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of January 22, 2015

Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey V. Lewis, Chairperson
Terence Ulaszewski, Member

EXCUSED ABSENCE

Linda Vaughan, Vice-Chairperson

STAFF MEMBERS PRESENT

Marilyn Balmer, Acting Personnel Commission Administrator
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Susan Brister, Human Resources Technician
Judith Lopez, Human Resources Technician
Marin Loeun, Human Resources Technician

PRELIMINARY

Guests: Patricia Heineke, candidate for Interim Executive Officer.

HEAR PUBLIC TESTIMONY AND

QUESTIONS FROM THE FLOOR ON

ITEMS NOT LISTED ON THE AGENDA None

HEAR REPORT FROM THE ACTING PERSONNEL

COMMISSION ADMINISTRATOR

Marilyn Balmer, Acting Personnel Commission Administrator welcomed Marin Loeun, provisional Human Resources Technician, as the newest member of the Personnel Commission staff. Ms. Balmer said the recent addition of two provisional staff members is to increase the recruitment efforts to meet the need for Instructional Aide-Special and Custodian substitutes.

Ms. Balmer informed the Commissioners a meeting was being held at Hill Middle School regarding the transition of the school to a small high school campus.

Susan Leaming, Personnel Analyst, announced we are once again offering CPR and First Aid training for classified employees.

MINUTES

A motion was made by Commissioner Ulaszewski and seconded by Chairperson Lewis to **APPROVE** the minutes of January 8, 2015 with the revised applicant identification number.

The vote was unanimous with all members present participating in the vote.

BULLETINS

A motion was made by Commissioner Ulaszewski, seconded by Chairperson Lewis, and carried with a unanimous vote of those present to **RATIFY** the job announcement bulletins listed below:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Intermediate Nutrition Services Worker	Dual	15-0107-5058
Kids Club Supervisor I	Dual	15-0095-3266
Kids Club Supervisor II	Dual	15-0096-3267
Kids Club Supervisor III	Dual	15-0097-3268
Nutrition Services Supervisor I	Dual	15-0104-5064
Nutrition Services Supervisor II	Promotional	15-0105-5065
Nutrition Services Supervisor III	Promotional	15-0106-5066
Senior Nutrition Services Worker	Dual	15-0108-5071

ELIGIBILITY LISTS

A motion was made by Chairperson Lewis, seconded by Commissioner Ulaszewski, and carried with a unanimous vote of those present to **APPROVE** the following eligibility lists.

Custodian List Valid: 1/26/15 – 1/26/16	Dual	15-0077-0139
Instructional Aide Special List Valid: 1/06/15 – 1/06/16	Open/Cont.	15-0079-0448
Instructional Aide Special List Valid: 1/06/15 – 1/06/16	Open/Cont.	15-0080-0448
Instructional Aide Special List Valid: 1/23/15 – 1/23/16	Open/Cont.	15-0099-0448

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS

Chairperson Lewis directed staff to work with Commissioner Vaughan on scheduling the open house.

NEXT MEETING

The next regular meeting of the Personnel Commission will be Thursday, February 5, 2015, at 8:15 a.m. in Room 29, Building B at the Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:30 a.m. to discuss the recruitment of the Executive Officer, Personnel Commission and Classified Employment.

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:34 a.m. There were no reportable actions taken during closed session.

ADJOURNMENT

There being no further business, at 8:35 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Marilyn Balmer

Marilyn Balmer
Acting Personnel Commission Administrator

MB/mb