

PERSONNEL COMMISSION

MINUTES

November 19, 2003

8:30 AM, Board Room

1. ROLL CALL

Members Present:

Miriam Rothman, Commissioner

Bert Seal, Commissioner

Mary Beall, Commissioner

Present:

Angela Bishop, Lisa Nguyen, Susan Dixon,

Tasha Smith, Keith Hildreth, Craig Winder

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of October 22, 2003.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- None

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

- **Job Description Update**

- -Credentials Clerk

MSC (Seal/Beall) to approve the revised job description as presented.

- -Accounting Technician

MSC (Beall/Seal) to approve the revised job description as presented.

- -Custodian

MSC (Seal/Beall) to approve the revised job description as presented.

7. OTHER ITEMS

- None

8. POSITION ANNOUNCEMENTS

- #026-03 – Behavioral Support Assistant
- #027-03 – Accounting Technician

9. ELIGIBILITY LISTS

- #020-03 – Account Clerk II
- #023-03 – Special Programs Assistant

MSC (Beall/Seal) to approve the eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- None

12. CLOSED SESSION

Public Employee Discipline Hearing

- During open session, Michele Fort Merrill informed the commission that the counsel for the employee who requested the hearing for today notified her on Monday, November 17, 2003 (via fax) that he has been called out of town and will be unavailable for the hearing. He has requested a continuance. Counsel for SDCOE has recommended that the Commission grant a continuance. Glen Hampton, the Hearing Officer, has indicated he is available in late January/early February. With the approval of the Commission, Michele Fort Merrill offered to coordinate calendars to try to set the hearing date for late January/early February.

MSC (Beall/Seal) to grant a one-time continuance and to authorize Michele Fort Merrill to coordinate calendars to set a new hearing date.

- No Closed Session Was Held.

13. NEXT MEETING – December 18, 11:00 AM., Board Room

MSC (Beall/Seal) to adjourn the December 17, 2003 9:00 AM meeting to December 18, 2003 at 11:00 AM. in the Board Room.

14. ADJOURNMENT

- Meeting adjourned at 8:55 AM

Approved: Personnel Commission

By: _____ Date: _____