

PERSONNEL COMMISSION  
MINUTES

March 21, 2012  
9:00 AM, Room 508

1. **OPENING PROVISIONS**

**A. CALL TO ORDER AND ROLL CALL**

Members Present: Mary Beall, Commissioner  
Miriam Rothman, Commissioner  
Bert Seal, Commissioner

Present: Dave Liss, Mike Reese, Susan Dixon, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**B. APPROVAL OF AGENDA**

*MSC (Seal/Beal) to approve the agenda as presented.*

2. **APPROVAL OF MINUTES**

1. Regular Meeting – February 15, 2012

*MSC (Beal/Seal) to approve the minutes as presented.*

3. **RATIFICATION OF ACTIONS BY DIRECTOR**

- A. None

4. **CLASSIFICATION/SALARY RECOMMENDATION**

A. Classification of New Positions

1. None

B. Reclassifications/Reallocations

1. None

C. Job Descriptions

1. Food Service Worker

*MSC (Seal/Beal) to approve the recommendations as presented.*

5. **POSITION ANNOUNCEMENTS**

TITLE

Child Nutrition Supervisor

Foster Youth and Homeless Education Services Educational Liaison I

School Facilities Planning Coordinator – Bond Project Manager

TYPE

Promo

Open

Open

The above listed position announcements were presented for information only.

**6. ELIGIBILITY LISTS**

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Child Care and Development Planning Specialist	Open	3	9/5/12
Child Nutrition Supervisor	Promo	1	9/9/12
Early Childhood Professional Development Assistant – Bilingual	Open	4	9/2/12
Instructional Aide – Deaf and Hard of Hearing	Open	9	8/13/12

*MSC (Beal/Seal) to approve the eligibility list as presented.*

**7. INFORMATION ITEMS**

- Personnel Actions
  1. A report of personnel actions for February 2012 was presented for information.
- Presentations
  1. None

**9. COMMUNICATIONS**

- None

**10. DIRECTORS REPORT**

- Michele Fort-Merrill reported that the County Office issued 27 preliminary layoff notices to certificated employees (teachers) amounting to 19.0 FTE. Final layoff notices should be released sometime in May 2012. The Juvenile Court and Community Schools unit faces a \$1.5 million deficit in fiscal year 2012-13, as well as a project revenue decrease of \$370 per student.
- Ms. Fort-Merrill also reported that no layoff notices were sent to classified employees. There are a few positions funded by grants that are ending, but those employees will be moved into open vacant positions.
- Superintendent, Dr. Ward, is making organizational changes that go into effect July 1, 2012 with no anticipated job loss.

**11. OTHER ACTIONS**

None

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – April 18, 2012, 9:00 AM, Room 508
- B. Due to scheduling conflict, Commissioner Beal asked to move the May 16, 2012 regular meeting to May 9, 2012.

*MSC (Beal/Seal) to move the May 16, 2012 regular meeting to May 9, 2012, 9:00 AM in Room 301.*

**13. ADJOURNMENT**

Meeting adjourned at 9:20 A.M.

Approved: Personnel Commission

By: 

Date: 4-18-12