

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
January 8, 2014

CALL TO ORDER

Commissioner Tortolano called the meeting of January 8, 2014 to order at 5:00 p.m. Commissioner Tortolano led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Diane Donovan
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith
Mr. Jeff Henderson

APPROVAL OF MINUTES

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the minutes of the December 4, 2013 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. Ms. Joli Armitage extended her wishes for a Happy New Year to the Commissioners and the audience.

Director Seymour introduced Ms. Michele Nygard as the substitute for the Personnel Secretary; her new secretary will be starting soon. Director Seymour introduced Mr. Jeff Henderson as the new Associate Personnel Analyst.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 12/17/13
- Classified Personnel Report – 01/07/14

APPROVAL OF CLASSIFICATION ACTIONS

No items

ORDERING OF EXAMINATIONS

7.1	Food Service Manager	Promotional
7.2	General Maintenance Worker	Open
7.3	Intensive Behavioral Instruction Assistant	Open
7.4	Vocational Specialist	Open

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the ordering of examinations as listed above. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

8.1	Benefits Specialist	Promotional
8.2	Food Service Worker I	Open
8.3	Health Assistant	Open

Commissioner Donovan asked about the large number of candidates that had to be tested for the Food Service Worker I classification. Director Seymour explained that they need a large number of substitutes for the Food Service classification substitute pool.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to ratify the eligibility lists as listed above. The motion passed 3-0.

ADMINISTRATION AND POLICY

9.1 CSPCA Conference Attendance

Director Seymour said that the annual conference, which alternates between Northern and Southern California, will be held in San Jose this year. The funds have been budgeted for the Personnel Commissioners' attendance. Commissioner Donovan asked Director Seymour if she would be attending, and Director Seymour said she is not yet sure if she will be attending this year. None of the Commissioners indicated they would be attending the conference this year.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks extended his welcome to Jeff Henderson.

Commissioner Franks went to Bolsa Grande's Christmas Program and as usual, they put on an excellent event. It also was being filmed for an Asian television channel.

Director Seymour welcomed Vic Chumley as the new president for the Supervisory Unit. Mr. Chumley informed the Commissioners that he has worked for the district for 18 years and he currently is the Plant Supervisor at Hare Continuation High School.

Director Seymour also stated that Chris Leon was filling in for Jan Alls, CSEA President, who is on a leave of absence.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, February 5, 2014 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:18 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: Michele Nygard