Call to Order  Mr. Manfredi called the meeting to order at 5:31 p.m.

Members Present  Members of the Personnel Commission present were:

Ron Manfredi, Chairperson
Lindsay “Cal” Johnson

Members of Commission staff present were:

Nancy Kast, Director of Classified Personnel
Marissa Gonzales, Human Resources Analyst
Robin Fox, Personnel Technician

Public Comment  There was no comment from the public.

Introduction of Guests  The following guests signed in:

Lisa Maciel, RC, CSEA
Michael Wallace, CSEA
Randy Rowe, DO
Diane Clerou, DO
Claudette Matz, DO
Kevin Dale, Legal Counsel
Samerah Campbell, DO
Ed Eng, DO
Michael Guerra, FCC
Karen Durham, RC
Eleanor Bruce, FCC
Sylvia Sanchez, FCC
Peter Reta, Public
Barry Bennett, Legal Counsel for Mr. Reta

Action Items  

Consideration of Request for Hearing [07-67]  

Mr. Manfredi explained that the item on the agenda was a request received by Mr. Bennett on behalf of Mr. Peter Reta. Mr. Bennett began by explaining that his oral presentation was going to be brief because items regarding Mr. Reta had already been forwarded to the Personnel Commission for their review. Mr. Bennett explained that the items submitted constituted the basis for the hearing request. Mr. Bennett advised the Commission that all he was requesting was the opportunity to present the evidence regarding Mr. Reta’s employment with the District.

Mr. Bennett then discussed the Exhibits that were in the packet he submitted to the Commission and requested the Commission give him the opportunity for a hearing to present his evidence. 

Manfredi advised that in an effort for full disclosure he wanted to go on record stating that Mr. Reta did work as a reserve officer for the City of Kerman a few years ago and that Mr. Manfredi was not involved in any personnel issues that involved Mr. Reta during that time. There was no motion to hold a hearing on the matter. Mr. Manfredi explained to Mr. Bennett that it required an affirmative action on the part of the Commission to order the hearing. Thus the matter is closed.

Closed Session

At 5:10 p.m. the Commissioners immediately convened to closed session to discuss the Public Employee Performance Evaluation: Director of Classified Personnel, Pursuant to Government Code Section 54957

Open Session

At 5:35 p.m. the Commissioners reconvened to open session. There was no report from the closed session.

Approval of the Minutes

Mr. Johnson moved to approve the minutes of the October 16, 2007, Regular Meeting as amended with the comments made by Ms. Kast regarding the note on page 3 item 07-63. Mr. Manfredi seconded the motion and it carried unanimously.

Action Items

Consideration and Approval of Eligibility Lists [07-68]

There was a lengthy discussion regarding the recruitment of Office Assistant, Custodian and Police Lieutenant. Mr. Manfredi suggested that Ms. Kast meet with Mr. Rowe and brainstorm some ideas on why we do not have internal candidates for Police Lieutenant. It was moved by Mr. Johnson, seconded by Mr. Manfredi, and unanimously carried to approve the eligibility lists as listed below to be effective for one year unless otherwise stated:

a. Office Assistant, effective 10/15/07
b. Piano Accompanist, effective 10/17/07
c. Custodian, effective 10/18/07
d. Police Lieutenant, effective 10/23/07
e. Webmaster, effective 10/26/07

Consideration and Adoption of the 2008 Personnel Commission Meeting Calendar [07-69]

Mr. Manfredi began by asking if the calendar could be delayed for a future date. Ms. Kast responded that a meeting date had to be established for them to meet at the beginning of the year and advised that the calendar could be amended. It was moved by Mr. Johnson, seconded by Mr. Manfredi, and unanimously carried to approve the 2008 Personnel Commission Meeting Calendar.

Consideration and Approval to amend Personnel

Ms. Kast began by explaining that it has been brought up during several meetings the need to include in the Personnel Commission Rules a definition for ‘Lead Responsibilities’. Ms. Kast mentioned
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Commission Rule 1-8 to include a Definition of “Lead Responsibilities”

that several definitions were already in place in Personnel Commission Rule 1-8 but somehow a definition for Lead Responsibilities was left out. Ms. Kast advised that Ms. Gonzales and she were working with a definition that was set up during a classification study conducted in 1988. Ms. Kast mentioned that after the definition was sent out to several parties, Ms. Clerou provided them with a couple of other definitions. Ms. Kast asked the Commission which definition they would prefer to use. There was a lengthy discussion regarding the several definitions that were presented. Mr. Manfredi asked Mr. Rowe if he had any suggestions. Mr. Rowe responded that the District agreed with the definition the Commission staff had presented.

Mr. Manfredi mentioned several examples of what lead duties may be pertaining to their job classification. Ms. Maciel suggested that the word ‘bargaining unit’ be deleted and instead insert ‘Classified employees’ because there are members of the classified service that are not part of the bargaining unit. Ms. Kast responded that they could add the wording for confidential employees. Mr. Manfredi read the definition of Lead Responsibilities: ‘include assigning, monitoring, and/or reviewing the work of others. Lead employees are bargaining unit members or confidential employees who assign, monitor and/or review the work of other regular, probationary, provisional, or limited term employees within a classification family.’ It was moved by Mr. Johnson, seconded by Mr. Manfredi, and unanimously carried to approve the amended definition of Lead Responsibilities.

Information Item

Discussion of Applicant Notification Procedures

Ms. Kast explained that Commission staff continues to have a problem when notifying applicants of their status and wanted to give people the opportunity to discuss an idea. Ms. Kast explained the current testing process and how applicants are notified of their exam scores. A brief discussion followed on how other agencies notified their applicants. Mr. Kast proposed that applicants should be notified of their scores only at the end of the testing process whether that is the establishment of the list or the end of an individual applicant’s effort in the process. Ms. Maciel mentioned that sometimes the scoring process can be very confusing for people that are not aware of how merit systems work and that by using the method Ms. Kast is proposing it would be more understandable and easy to follow.

Mr. Rowe mentioned that the method would make more sense. Mr. Manfredi suggested that Ms. Kast should consider adding a phrase to the job announcement of how the new notification process will work.
Director’s Report  Ms. Kast began by discussing the recruitment status for the Personnel Commissioner vacancies. Ms. Kast asked Ms. Maciel what the status was on CSEA’s Commissioner appointment. Ms. Maciel responded that CSEA would be ratifying that appointment the following Monday. Ms. Kast asked if the Commission would like to keep the December 4, 2007 meeting. Mr. Manfredi asked if there were important matters that needed to be discussed. Ms. Kast suggested the Commission use that meeting to swear in the new Commissioner. Ms. Kast advised that if no Commissioner were to be selected by CSEA, then the Commission meeting for December would be cancelled. There was a brief discussion regarding the recruitment of the At-large Commissioner.

Commissioner’s Report  Mr. Manfredi acknowledged Mr. Johnson’s time served as a Personnel Commissioner and presented him with a certificate of appreciation. Mr. Johnson thanked everyone for the great experience he had. Ms. Kast then notified the Commission that a donation was made to the Foundation to benefit the classified employee’s mega conference in Mr. Johnson’s and Ms. Taylor’s names.

Public Comment  Ms. Maciel commented on how CSEA had appreciated the time served by Mr. Johnson. Mr. Rowe also presented his thanks on behalf of the District.

Adjournment  At 6:40 p.m. Mr. Manfredi moved to adjourn the meeting. Mr. Johnson seconded the motion, and it carried unanimously.

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Nancy Kast, Director of Classified Personnel

NK:eg