

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

November 21, 2019

4:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the PDC Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Connie Ramirez led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice Chairperson
Mr. Ross Hessler, Director, Human Resources

Mr. William Mullin, Member (absent)

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Automatic second used due to the absence of Mr. Mullin. Motion carried.

Introduction of Guests

Ms. Cathie Abdel and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, October 30, 2019

Mr. McCombs moved to approve the minutes as presented. Automatic second was used. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, November 7, 2019

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, October 10, 2019

Presented as an information item only.

Director's Report

Mr. Hessler stated we just held the first interviews for the Senior Payroll Technician position and we expect to hire our new employee towards the middle of next month. He reminded the Commissioners that next month is the Personnel Commission organizational meeting and that the meetings are usually held on the 4th Thursday of the month. Everyone should check their calendars to see if there are any conflicts.

Commissioners' Comments

Mr. McCombs stated he attended Talbert's Carnival and the monthly CSEA meeting where they discussed the budget, retro pay and the upcoming Helping Hands Holiday Assistance Program.

Public Comments

Ms. Connie Ramirez stated the employees had received their retro pay and really appreciated the work that went into producing the paychecks.

ADMINISTRATION

Appointment of Interim Personnel Commission Director

Mr. Ross Hessler, Director of Human Resources, has announced his retirement, effective December 30, 2019. His last day of work will be December 20, 2019. Mr. McCombs made the motion to appoint Ms. Cathie Abdel, Assistant Superintendent, Personnel, as the interim director of the Personnel Commission with an effective date of December 23, 2019. Mrs. Davis stated the Commission reserved the right to have the position filled and as a full time position if necessary. Automatic second was used. Motion carried.

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Instructional Assistant and Instructional Assistant Mild/Moderate. Automatic second was used. Motion carried.

PERSONNEL

Job Announcements

The open posting for Noon Duty Aide was reviewed along with the dual certification job posting for Preschool Assistant.

FINANCIAL

Nothing at this time

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

December 19, 2019 at 4:30 p.m.

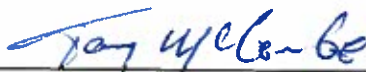
PDC Room

ADJOURNMENT

The November 21, 2019, regular meeting of the Personnel Commission was adjourned at 4:49 p.m.



Mrs. Carol Davis, Chairperson



Mr. Tony McCombs, Vice Chairperson