

**Personnel Commission Meeting
September 18, 2008
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:02 p.m. on September 18, 2008 in the Education Center, Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Gayle Higgason and Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo, Charlotte Graham, David Minch, Linda Morrow, Barbara Sandoval.
<u>Approval of Minutes</u>	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the minutes of the August 21, 2008 Personnel Commission Meeting.
<u>Input from the Public</u>	None
<u>Information Items</u>	The Personnel Commission reviewed the following information items: <ol style="list-style-type: none"> 1. Classified Personnel Transactions 2. Status of Vacancies 3. Examinations 4. Working Out of Class Report
<u>New Business</u> Ratification of Eligibility Lists	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the Ratification Eligibility List.
Voluntary demotion of Welder, Tree Trimmer, and Building Controls Engineering Technician Due to Layoffs	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the voluntary demotion. It was approved with reluctance. The Personnel Commission would like to be kept informed regarding the work orders and time necessary to complete their jobs for the classifications that are being reduced.
Classified Staff Development Day – November 10, 2008 - \$400 of the expenses for a guest speaker	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the \$400 expense for a guest speaker for classified staff development.
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner’s Items</u>	Joyce Gehlhaar requested that the Personnel Commission be informed of the Districts position on conference attendance.
<u>Items from Personnel Commission Staff</u>	Kathy Brown thanked the Personnel Commission for their support during her four years in the department. She is excited about her promotion to her new job as Energy Educator/Manager.

<p><u>Items from Personnel Director</u></p>	<p>Cynthia Carrillo acknowledged Kathy Brown's promotion and thanked her for her contribution to the department over the past four years and acknowledged that she would be missed.</p> <p>Cynthia Carrillo reported that she and Charlotte Graham will be attending the monthly Tri-Counties meeting in Camarillo and that the meetings were very beneficial because they were primarily focused on merit district issues.</p>
<p><u>Recess to Closed Session</u></p>	<p>The Personnel Commission did not meet in closed session.</p>
<p><u>Reconvene in Open Session</u></p>	<p>The Personnel Commission did not have any items to report out.</p>
<p><u>Next Meeting Date</u></p>	<p>October 16, 2008 (Board Room) – Gayle Higgason indicated that she would be out of town on that date.</p>
<p><u>Adjournment</u></p>	<p>Motion was made by Hector Samaniego seconded by Joyce Gehlhaar, and carried that the meeting be adjourned at 5:50 p.m.</p>