



Classified Unit Business Support Senate Meeting Minutes – December 15, 2020 Meeting via Zoom

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Barry Jager, Michelle Fey, Donna Marr, Tina Martinez, Susan Wise

Attendees

Shayleen Ahman, Trisha Allen, ~~Debra Arnold-Haro~~, Christina Azzarello, Wynona Byrom, Debbie Cobb, ~~Shawna Cook~~, Tiffany Cooper, Shareen Crosby, Michelle Fey, Kelly Fourchy, Katie Froman, ~~Josie Gallegos~~, Jeanette Garcia, Kristi Gilbert, Shelly Gingold, Debby Gossett, Andrew Hendricks, Debbie Hunt, Amy Kraft, Katie Leal, Lisa Levatino, Heidi Lynn, Nancy Majors, Penny Manes, Cyndi Massa, ~~Janelle McDonald~~, Laura Morton, Karen Nelson, ~~Dawni Peisch~~, Angela Perez, ~~Melinda Reyes~~, Jenny Righetti, Rebecca Rodriguez, Sandy Sanchez, Sara Sanchez, Ranae Sandoval, Nancy Sternfels, Sonna Swiderski, Janis Tatum, Tam Tran

Welcome and Introduction – Barry welcomed the group at 2:02pm.

Minutes – Minutes were approved as written.

CUBE Executive Member Report, Michelle Fey – Students are coming back to campus and it is great to see them. At the Board meeting this week we welcomed in the two new members, Yolanda Moore and David DeFrank. Dr. Fogg is our new Board president. Please continue to forward any questions to me. These questions are kept confidential.

Barry Jager – Communication will continue to be a priority in 2020-21. Our goal is to be time sensitive as we pass along information as quickly as possible to our CUBS Senators. The Board meeting this week was important as they unveiled various plans, A,B,C. Plan A is to support and continue to keep our schools with students open. We are currently holding on those students who are learning remotely. If we do have employees that need to be quarantined or isolated, and they can be approved to work remotely, they will be allowed to do so. We want to let our employees know that we care around their well-being and safety. The “Remote Working Agreement” is still officially going away. There is still an expectation for employees to come back to work in January. We will continue to look at the metrics and consider how our employees can still be in a safe working condition. Nick Mele is only a call away with any needs for PPE at your sites or departments. Social distancing and masks cannot be compromised. We are making sure we are following the guidelines to minimize the risk to all employees. If you as an office manager or a site support can set up a situation or procedure that will allow you to minimize risk, please take those measures and work to share with your leadership team to develop safe practices. Set up systems to reduce exposure and minimize risk. Here in Human Resources and Benefits, we are working to do things electronically to improve our systems. We can set up structures to allow individuals to feel safe and that is just how serious we are taking this situation. Regarding the reopening updates for the District office, we had plans to reopen completely and we are looking at those plans even now for the betterment of all employees. Possible modifications to the full phased in return is being discussed. Sites staff will work with administration for solutions and the DO complex will work with their administrators and Directors.

Questions that were submitted – *If staff go out of state on a plane or vehicle for break and come back on the 1st, do they have to quarantine, or do they come back on Jan 4?* It is suggested that they can come back to work if they are symptom free. We are only mandating that people self-monitor themselves.

If staff have to quarantine after Dec. 31st would they just use their sick leave? If their jobs can be done remotely then you can discuss this with your administration. There is still FMLA and LOA leave available to you.

Does staff have to use their sick leave for quarantine after Jan 1? FFCRA is going away at the end of December. If employees can do their essential work remotely, then we are offering the ability to do your job when possible, while in quarantine.

Shareen – We have had 173 positive cases of (that we are aware of) that have tested positive for COVID so far here at the District. SB1159 Outbreak Tracing paves the way for us to report to CalOSHA. We have been tracking everyone with the help from our school nurses. It is what we need to do to make sure we stay compliant. Three to four positive cases at one site or department is considered an outbreak.

Barry – It is our goal to be up to date with our contact tracing. This transparency to make sure staff is aware. The District is working to develop a data dashboard that is current and accurately updated on our District web site. Kudos to Technology, Communications and many additional individuals in its creation and need.

Christina – Data Dashboard – Informed K12 is a tool that we used to gather data for contact tracing. It is a document that is filled out at the site level and looked over by the nurses and then sent on to Human Resources for tracking. The data is used and coordinated within our database. A lot of the communication needs to happen for various departments, and this allows the data to be collected so that we

won't have to do this manually. It is automatic in generating emails to all departments that may need to know when positive results are reported.

Shareen – The dashboard is all the data we are collecting and we can share this with our departments. There is no guessing.

Barry – This is not a mandate, but it is a suggestion. We are tracking with our nursing services and it will allow our employees to look by site or department. Our dashboard can pull student and employees districtwide by site and department. With students returning we need to be transparent.

Shareen – Testing is going very well, and we have one medical assistant and are looking for two. We have one testing machine available and once we have all testing machines up and running, we can test up to 150 people per day. Testing is open until noon, Monday through Friday. Each afternoon, they will call employees and then prepare a report for the Fresno County. MiCare is still doing screening and they will make sure each person is an appropriate candidate for testing. Also, please note that MiCare has holiday hours that can be viewed on the website.

Barry – Surveillance testing has been completed and we had 150 employees were identified and selected for surveillance testing with Family Health Care Network. This did not impact or add any costs to our benefits. This testing was conducted at Veterans Memorial Stadium. This was grant funded. It was completed and we fulfilled our obligation.

Roxanne – We are still hiring and positions are being posted. We also want to make sure our Substitutes move into the active subs list. We provided our subs with Covid and Zoom training. We will have 175 subs available and we are still opening pools. We have conducted interviews and are currently processing subs. We want to make sure they are all trained and ready.

Barry – If you know of someone who wants to sub, please share this information with your administrator.

Barry – The Teacher Transfer Window will open in January and will be in place till the end of July. The Climate Assessment usually happens in January and February, however, this year it will remain the same but the timeframe will be longer and it will happen later in the Spring. We will continue to have a QIT team here within CUBSS.

Christina – ERMS trainings have been completed on the workflow of the application. We have also completed the training on the position forms. Recordings of each of the trainings are available to watch at a later time. There will be lab sessions after the first of the year for those employees who will get into the system to utilize it.

Barry – Thanks to all staff that helped bring this process forward. This is a perfect example of AIM II efficiency and effectiveness.

Shareen – EBC will be meeting today we are looking at pharmacy options.

Barry – The Calendar Committee will be a year ahead in producing these calendars moving forward. A meeting is scheduled in February of 2021 to work on the calendar for 22-23.

Reminder to send any questions, suggestions or concerns to Michelle, Barry or Tina.

Meeting adjourned at 3:02pm

Tina Martinez
Executive Assistant, Human Resources