



March 8, 2024

Via Electronic Correspondence

Lylah Schmedel-Permana
Laney Citizen
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Re: Public Records Act Request – Peralta Community College District

Lylah Schmedel-Permana

Please accept this correspondence in response to your Public Records Act (PRA) request sent to the Peralta Community College District (District) via electronic correspondence on February 22, 2024. The District is committed to transparency and full disclosure in response to your PRA.

You requested the following information:

1. His remote work plan as outlined in ADMINISTRATIVE PROCEDURE 7900 EMPLOYEE REMOTE WORK, including protocol to submit hours worked; schedule for supervisor/employee check-ins; and communication protocol to notify the employee of required on-site work and appearances (e.g., team meetings).

RESPONSE #1: Please clarify who “his” is referring to. If “his” is referring to Tim Thomas, the District does not have records responsive to this request. Tim Thomas did not apply/request to work remotely. The District does not have record of Tim Thomas requesting/applying to work from home using the Administrative Procedure 7900 Employee Remote Work policy/procedure.

2. Any documents showing approval from HR for remote work as outlined in ADMINISTRATIVE PROCEDURE 7900 EMPLOYEE REMOTE WORK and documents showing that Mr. Thomas complied with ADMINISTRATIVE PROCEDURE 7900 EMPLOYEE REMOTE WORK on his alleged remote work day on Jan. 30.

RESPONSE #2: The District does not have records responsive to this request. Tim Thomas did not apply/request to work remotely. The District responded to a similar request on February 14, 2024 in a records request addressed to Lylah Schmedel.

3. Any “requests for remote work” made by Mr. Thomas in HCM for the month of Jan. 2023.

RESPONSE #3: The District does not have records responsive to this request. Tim Thomas did not apply/request to work remotely.

4. Emails from Thomas’ PCCD email account inbox and sent box the week of Jan. 30, 2023.

RESPONSE #4: The District has records responsive to this request and will provide the records on or before March 22, 2024. The District requires time to review/inspect records prior to release.

5. The IP address of his PCCD account emails sent on Jan. 30, 2023.



RESPONSE #5: If “his” is referring to Tim Thomas, the District has information responsive to this request and will provide the information on Tuesday, March 12, 2024.

6. A list with date and cost amount of attorneys fees charged to PCCD from May 2022-current for the People of California v. Timothy Thomas case with the case number (22-CR-011743).

RESPONSE #6: The District may have records responsive to this request. The District will perform a search and respond on or before Friday, March 15, 2024.

Pursuant to Government Code Section 7922

With respect to all of the District’s responses above, the District will not produce any records for which the public interest in non-disclosure clearly outweighs the public interest in disclosure, or records which it deems to be exempt pursuant to the "deliberative process" exemption to the Public Records Act (Government Code section 7922). Under this exemption, the District may withhold records if the disclosure of the records would expose the District’s decision-making process in such a way as to discourage candid discussion within the District and thereby undermine the District’s ability to perform its functions. *Times Mirror Co. v. Superior Court* (1991) 53 Cal 3d 1325, 283 Cal Rptr 893, 813 P2d 240, 1991.

Please contact me if you have any questions or concerns.

Sincerely,

Brandi Howard
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