

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985-A Bear Street, Costa Mesa, CA 92626

September 16, 2021 – 4:07 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Kenneth Wayman, Chairperson, called the meeting to order.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Kenneth Wayman, Chairperson
Tristan L. Aley, Vice-Chair
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 16, 2021.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of August 19, 2021, as submitted.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Abstained

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted or presentations made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

- | | |
|--------------------------------------|-------|
| a. Instructional Assistant-Preschool | 14-22 |
|--------------------------------------|-------|

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

- | | |
|--|-------|
| a. Instructional Assistant-Behavior Intervention | 12-22 |
| b. Student Supervision Assistant | 13-22 |
| c. Payroll Technician | 14-22 |
| d. Human Resources Technician | 15-22 |
| e. Facilities Analyst | 16-22 |
| f. Associate Human Resources Analyst | 17-22 |
| g. Student Supervision Assistant | 18-22 |
| h. Administrative Assistant-Confidential | 19-22 |
| i. School Attendance Assistant | 20-22 |

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- The next Personnel Commission meeting will be in person and at the direction of the Commission, mask will be required.
- Announced that the Commission staff have interviewed and selected two new Associate Human Resources Analysts. Theresa Nguyen, formerly a Credentials Specialist in Human Resources department, will be starting on Monday, September 20, 2021. Brandon Provencal, formerly with the County of Orange, will be starting on Monday, October 4, 2021.

9. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Susan Meyer, Classified Employee Appointee and Kenneth Wayman, Board Appointee to the Personnel Commission announced Tristan Aley as their intended Joint Appointee to the Personnel Commission. Pam Saunders, President, CSEA Chapter 18 announced that Mr. Aley also received a unanimous vote of confidence from the CSEA Chapter 18 Executive Board.

- 10. NEXT MEETING DATE:** Thursday, October 21, 2021 at 4:00 p.m. in person and mask will be required.

11. ADJOURNMENT: 4:17 p.m.