

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

November 21, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

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

Staff present:

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

Visitors present:

Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 21, 2019.

Motion made by: Kenneth Wayman
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 October 17, 2019, as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

Eleanor Rebard, shared that the CSEA Chapter 18 Open House was currently in process at the union office located at Harper.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|---------------------------------|-------|
| a. Nutrition Services Assistant | 31-20 |
| b. Bus Driver Trainee | 32-20 |

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

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. School Registrar II – High School | 37-20 |
| b. Student Supervision Assistant | 38-20 |
| c. School Administrative Assistant – Elementary | 39-20 |
| d. Preschool Site Facilitator | 40-20 |
| e. College Guidance Specialist | 41-20 |
| f. Administrative Assistant II | 42-20 |
| g. Supervisor, Human Resources | 43-20 |
| h. Student Supervision Assistant | 44-20 |
| i. Office Assistant – Bilingual | 45-20 |
| j. Instructional Assistant – Extended Day Program | 46-20 |

There was a motion to approve by Ms. Meyer, with a request to correct eligibility list 7.h. from 44-200 to 44-20.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Kristen Clark highlighted the following items:

- She and Megan Brown had attended the CSEA's Open House prior to the Commission meeting.
- Staff Development Day was well received and the feedback was very positive. There were 322 seats filled in the training sessions. Dr. Phil D'Agostino presented a training titled "Building a Restorative Culture Around Your Professional Life" to the Classified management team. Additional training has been scheduled for this group on December 4, 2019.
- Holly DeCarvalho was promoted to the position of Supervisor, Human Resources.
- The Director, Purchasing and Warehouse recruitment process is moving forward.
- Hoping to have the Director, Risk Management job description on the agenda in December.

9. NEXT MEETING DATE: Thursday, December 19, 2019 at 4:00 p.m.

10. ADJOURNMENT: 4:10 p.m.