

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

April 18, 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:

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

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for April 18, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

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 March 21, 2019, as submitted.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Computer Software Analyst II	50-19
b. Contract Procurement Analyst	51-19
c. Communications Specialist	52-19
d. School Office Assistant	53-19
e. Nutrition Services Assistant I	54-19
f. Supervisor, Nutrition Services	55-19

There was a motion to approve with discussion/suggestion from Susan Meyer regarding the different length of times the vacancy announcements were open. Christi Winslow and Kristen Clark noted that the varying dates reflect the difficulty in filling some positions as opposed to other positions.

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. Instructional Assistant – Behavior Intervention	66-19
b. Instructional Assistant – Special Education	67-19
c. Accompanist	68-19
d. Lead Instructional Assistant – Extended Day Program	69-19
e. Student Supervision Assistant	70-19
f. Mechanics Assistant	71-19
g. Instructional Assistant – Extended Day Program	72-19

There was a motion to approve with discussion/suggestion from Susan Meyer regarding the oral interview panel for item 7.c. Kristen Clark and Christi Winslow explained that the individual's title did not fully reflect his expertise as a subject matter expert.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION
BUDGET FOR FISCAL YEAR 2019–2020:**

The proposed budget was presented as an information item only. Kristen Clark explained the modest budget increases/changes to the Commissioners. This item will be brought back to the Personnel Commission for approval at its May meeting.

It was recommended that a Public Hearing for the Personnel Commission Budget for fiscal year 2019–2020 be held at the May 15, 2019 Commission Meeting.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Classified School Employee of the Year recipients will be recognized at the Tuesday, April 23, 2019 Board of Education Meeting starting at 6:00 p.m. followed by a brief reception.
- Appreciating Classified Employees Day will be held on the morning of Thursday, May 23, 2019 with a luncheon to follow. Commissioners were sent invitations to participate.
- Thanked her staff for their expanded role in supporting the Human Resources Department staffing project for school sites for the upcoming school year.

10. NEXT MEETING DATE: Wednesday, May 15, 2019 at 4:00 p.m.

11. ADJOURNMENT TO CLOSED SESSION: 4:22 p.m.

12. CLOSED SESSION:

Public Employment

Title: Contract Procurement Analyst #37-19 (Pursuant to Government Code section 54954.5 (e) and 54957 (b) (1).)

Review appeal by Applicant ID 129457061, who was refused examination for failure to meet the general qualifications of Personnel Commission Rule 4.1.2.

13. REPORT OF ACTION TAKEN IN CLOSED SESSION:

Reconvene to open session at 4:50 p.m. and the Commission took action to deny the appeal by Applicant ID 129457061, who was refused examination for failure to meet the general qualifications of Personnel Commission Rule 4.1.2. The action was taken with the following vote:

Ayes:	<u>3</u>
Noes:	<u>0</u>
Abstain:	<u>0</u>

14. ADJOURNMENT: 4:51