

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

October 17, 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
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 October 17, 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 September 19, 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. Bus Driver Trainee | 27-20 |
| b. School/Community Facilitator | 28-20 |
| c. Job Transition Coach | 29-20 |
| d. Health Assistant | 30-20 |

There was a motion to approve by Mr. Wayman with discussion requested by Ms. Meyer regarding the hourly rate being quoted on the Job Transition Coach posting rather than both the hourly and monthly rates. Christi Winslow explained the hourly rate is used because the position is for six hours per day and quoting both rates may create confusion for the applicants.

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. Student Supervision Assistant | 25-20 |
| b. Lead Behavior Analysis Interventionist | 26-20 |
| c. Supervisor, Payroll | 27-20 |
| d. Instructional Assistant | 28-20 |
| e. Instructional Assistant – Bilingual | 29-20 |
| f. Nutrition Services Assistant III | 30-20 |
| g. Preschool Teacher | 31-20 |

h.	Instructional Assistant – Extended Day Program	32-20
i.	Instructional Assistant – Special Education	33-20
j.	Student Supervision Assistant	34-20
k.	Computer Software Analyst II	35-20
l.	Instructional Assistant – Behavior Intervention	36-20

There was a motion to approve by Ms. Meyer, who also requested discussion regarding a possible correction to the name of an applicant for the Payroll Supervisor position. Christi Winslow indicated that the name was correct. Ms. Meyer also inquired as to why only one name appeared on the Payroll Supervisor eligibility list. Ms. Winslow and Kristen Clark explained that not all of applicants met the minimum qualifications, that not all attended the testing portion of the process and that not all who were invited passed the qualifying exam.

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:

- Thanked staff for keeping the recruitment and hiring processes going while she was on vacation.
- Staff Development Day preparations are on schedule and brochures have been distributed. The general theme for this year is “Human Relations” which is tied in with the Human Relations Task Force. The offerings, which include topics on diversity, resilience and respectful conversations, were selected in hopes they would have an impact on everyone. There will also be training offered to the Management group presented by Dr. Phil D’Agostino. Currently coordinating with CSEA to have classes that were offered in the past on Staff Development Day, such as retirement planning and social security, presented at chapter meetings.
- Seasonal Flu Shot Clinic Information and other medical screenings being made available through the Benefits Department.
- Taking a hiatus from the Classified Leadership Institute due to low interest this year but will continue to promote the training in hopes that will increase interest for next year.
- Hiring is still moving at a fast pace and the Commission office remains extremely busy.

9. NEXT MEETING DATE: Thursday, November 21, 2019 at 4:00 p.m.

10. ADJOURNMENT: 4:18 p.m.