

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

December 19, 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
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for December 19, 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 November 21, 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:

No presentations were made.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Martha Fluor, President of the Newport-Mesa USD Board of Education, administered the Oath of Office to Mr. Kenneth L. Wayman, Personnel Commissioner. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at its August 27, 2019 Board Meeting. The appointment took effect at noon on December 1, 2019.

Personnel Commission Oath: "I, Kenneth L. Wayman, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION
FOR CALENDAR YEAR 2020; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS**

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2020.

Susan G. Meyer, elected Chairperson

Motion by Kenneth Wayman, Seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Abstained
Kenneth Wayman	Yes

Kenneth Wayman, elected Vice-Chairperson

Motion by Tristan Aley, seconded by Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Abstained

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|--|-------|
| a. Associate Human Resources Analyst | 33-20 |
| b. School / Community Facilitator | 34-20 |
| c. Executive Assistant – Confidential | 35-20 |
| d. Preschool Site Facilitator | 36-20 |
| e. Computer Software Analyst II | 37-20 |
| f. Instructional Assistant – Technology II | 38-20 |
| g. Health Assistant | 39-20 |
| h. Instructional Assistant – Bilingual | 40-20 |
| i. Instructional Assistant | 41-20 |

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

- | | |
|--|-------|
| a. Instructional Assistant – Behavior Intervention | 47-20 |
| b. Instructional Assistant – Special Education | 48-20 |
| c. Instructional Assistant – Preschool | 49-20 |
| d. Student Supervision Assistant | 50-20 |
| e. Job Transition Coach | 51-20 |
| f. School / Community Facilitator | 52-20 |
| g. Director of Purchasing and Warehouse | 53-20 |
| h. Health Assistant | 54-20 |
| i. Nutrition Services Assistant I | 55-20 |

There was a motion to approve by Ms. Meyer, with comment regarding item 8.g and the use of an attorney on the interview panel. Kristen Clark explained the need for a subject matter expert on the interview panels for the more technical positions.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED CLASSIFICATION MODIFICATION – DIRECTOR, RISK MANAGEMENT

Based on the District's management realignment, it was recommended that the duties of the Director, Risk Management be modified to reflect various changes from the previous unfilled classification.

There was a motion to approve by Mr. Wayman, with comment from Ms. Meyer thanking Kristen Clark for her detailed preparation of job descriptions presented to the Personnel Commission.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR:

Ms. Kristen Clark highlighted the following items:

- Still busy hiring.
- Working to have the Annual Report ready to be presented at the January 2020 meeting.
- Currently preparing to review 132 applications received for the position of the Associated Human Resource Analyst.
- The Director, Purchasing and Warehouse recruitment process is completed and currently doing references checks on very impressive candidate prior to making an offer.
- District Office will be closed for Winter Break beginning December 23, 2019 through January 3, 2020, but some Personnel Commission Staff will be available.

11. NEXT MEETING DATE: Thursday, January 16, 2020 at 4:00 p.m.

12. ADJOURNMENT: 4:13 p.m.