

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

April 22, 2022 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

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
Brandon Provencal, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for April 22, 2022.

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 17, 2022.

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 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. School Administrative Assistant-High School Alternative Campus | 59-22 |
| b. Bus Driver | 60-22 |
| c. Job Transition Coach | 61-22 |
| d. Human Resources Technician | 62-22 |
| e. HVAC/R Technician | 63-22 |
| f. Custodian | 64-22 |
| g. Secondary Office Support Specialist | 65-22 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

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) be certified:

| | |
|---|--------|
| a. Instructional Assistant-Special Education | 92-22 |
| b. Instructional Assistant-Extended Day Program | 93-22 |
| c. Instructional Assistant-Preschool | 94-22 |
| d. Lead Warehouse Worker/Delivery Driver | 95-22 |
| e. Instructional Assistant | 96-22 |
| f. Health Assistant | 97-22 |
| g. Communications Specialist | 98-22 |
| h. Instructional Assistant-Bilingual | 99-22 |
| i. Student Supervision Assistant | 100-22 |
| j. Transportation Dispatcher/Scheduler | 101-22 |
| k. Instructional Assistant-Special Education | 102-22 |
| l. Job Transition Coach | 103-22 |

- | | | |
|----|---|--------|
| m. | Instructional Assistant-Behavior Intervention | 104-22 |
| n. | Instructional Assistant-Extended Day Program | 105-22 |
| o. | Instructional Assistant-Preschool | 106-22 |
| p. | Secondary Office Support Specialist | 107-22 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

| | |
|----------------|-----|
| Tristan Aley | Yes |
| Susan Meyer | Yes |
| Kenneth Wayman | Yes |

8. EXTENTION OF ELIBIBLE LIST

It was recommended that the following eligible list be extended.

- | | | |
|----|---|-------|
| a. | Payroll Technician – Extended to 08/18/22 | 14-22 |
|----|---|-------|

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

| | |
|----------------|-----|
| Tristan Aley | Yes |
| Susan Meyer | Yes |
| Kenneth Wayman | Yes |

9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022–2023:

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

Eleanor Rebard noted that line item 3354 was missing the amount, which should have been 0.00. That correction will be made on the final budget.

Susan Meyer asked why there were salary decreases from prior year and Ms. Clark explained the difference reflected a \$1,000.00 one-time stipend that was issued during the previous year.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2022–2023 Fiscal Year Budget at its next Commission meeting, May 19, 2022 at 4:00 p.m.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

| | |
|----------------|-----|
| Tristan Aley | Yes |
| Susan Meyer | Yes |
| Kenneth Wayman | Yes |

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Classified School Employee of the Year recipients will be recognized at the May 17, 2022 Board Meeting.
- Received an invitation to the Personnel Commissions Association of Southern California Luncheon and Legal Update Workshop. If anyone would care to attend, please contact Ms. Clark.
- The Online Software Training continues to be offered, with the addition of one class to be held at 10:00 a.m. on May 19, 2022 to accommodate employees who work evenings.
- Announced the retirement of Human Resources Technician Brenda Garcia and the addition of Luz Gonzales who was recently promoted to the Human Resources Technician position previously held by Elizabeth Peterson.
- A portion of the Commission Office remodel has been completed and the Commissioners are welcome to stop by and take a look.
- A breakdown of classified positions added, including the Full Time Equivalent (FTE) hours, over the past two years:
 - January – December 2020: 57 additional positions, for a total of 41.5938 FTE
 - January – December 2021: 165 additional positions, for a total of 76.1726 FTE
 - January – YTD 2022: 11 additional positions, for a total of 8.2401 FTE

Pam Saunders added that the Transportation Department held their Bus Driver Appreciation Day which was well attended and supported by schools within the District, community, Superintendent Dr. Wesley Smith and various departments.

11. NEXT MEETING DATE: Thursday, May 19, 2022 at 4:00 p.m.

12. ADJOURNMENT: 4:22 p.m.