

# NEWPORT-MESA UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

Regular Meeting of the Personnel Commission

Via Zoom Webinar

2985-A Bear Street, Costa Mesa, CA 92626

June 17, 2021 – 4:01 p.m.

### MINUTES

#### 1. ZOOM WEBINAR – OPENING CEREMONIES:

Kenneth Wayman, 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:

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

Staff present:

Christi Winslow, Human Resources Analyst  
V-Esther Caldwell, Administrative Assistant–Confidential  
Becky Schmieg, 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

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for June 17, 2021.

Motion made by: Tristan Aley

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 May 20, 2021, as submitted.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

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. Theatre Support Technician        | 53-21 |
| b. Lead Job Transition Specialist    | 54-21 |
| c. Human Resources Technician        | 55-21 |
| d. Office Assistant I                | 56-21 |
| e. Associate Human Resources Analyst | 57-21 |
| f. Facilities Analyst                | 58-21 |
| g. Mechanics Assistant               | 59-21 |
| h. School Attendance Assistant       | 60-21 |
| i. School/Community Facilitator      | 61-21 |

Motion made by: Tristan Aley

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-Special Education (Cover) | 75-21 |
| b. Instructional Assistant-Behavior Intervention     | 76-21 |
| c. School Office Assistant                           | 77-21 |
| d. Student Records Technician                        | 78-21 |
| e. Student Supervision Assistant                     | 79-21 |
| f. Secondary Office Support Specialist               | 80-21 |
| g. Instructional Assistant-Extended Day Program      | 81-21 |
| h. School Attendance Technician                      | 82-21 |
| i. School Administrative Assistant-Elementary        | 83-21 |
| j. Director, Nutrition Services                      | 84-21 |

There was a motion to approve by Ms. Meyer, with a question from Ms. Eleanor Rebard regarding the lack of seniority credit for applicant in item 7j, 84-21, Director, Nutrition Services. Christi Winslow clarified that there are no seniority credits given for Director level positions.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **8. APPROVAL OF NEW JOB CLASSIFICATION OF HEALTH ASSISTANT-COVER**

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Health Assistant-Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 29.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **9. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Recognized Brenda Garcia for her 15 years of dedicated service to the District, emphasizing the workload she has been dealing with to process leaves associated with the pandemic for both classified and certificated staff.
- Acknowledged staff for all their efforts to create and initiate more effective and efficient processes for recruiting, testing and onboarding new staff.
- Shared a portion of a letter received from a recently retired maintenance and operations employee thanking the District for everything that was done to keep him safe through the pandemic and how much he appreciated the opportunity to work for NMUSD for the past 33 years.
- Personnel Commission staff have helped to facilitate the hiring of 291 classified employees for Summer positions.
- The District has added 32 new Instructional Assistant positions, including absorbing the cost for some positions previously funded through school site foundations or PTAs.
- The Superintendent has indicated that the District will continue its current safety protocols while they wait for updated guidance from the state regarding CalOSHA's revised COVID-19 workplace rules.
- Responded to a question from Susan Meyer regarding what changed in CalOSHA's regulations. Her response specifically addressed the rescinding of the mask requirement for only those employees who have been vaccinated and the need to have a process in place to account for those who have not because they will still be required to wear a mask.
- Proposed that the Commission continue to hold its public meetings via Zoom through September 30, 2021.

**10. NEXT MEETING DATE: Thursday, July 15, 2021 at 4:00 p.m.**

**11. ADJOURNMENT: 4:18 p.m.**