

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985 Bear Street, Building A, Costa Mesa, CA 92626

January 21, 2021 – 4:00 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:

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 January 21, 2021.

Motion made by: Susan Meyer

Seconded by: Tristan L. Aley

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 December 17, 2020, as submitted.

Motion made by: Tristan L. Aley

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 / Community Facilitator | 34-21 |
| b. Office Assistant III | 35-21 |
| c. Technology Support Technician | 36-21 |

Motion made by: Tristan L. 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) be certified:

- | | |
|--|-------|
| a. Student Supervision Assistant | 33-21 |
| b. Instructional Assistant – Behavior Intervention | 34-21 |
| c. Instructional Assistant – Special Education | 35-21 |
| d. School / Community Facilitator | 36-21 |
| e. Custodian (Part-Time) | 37-21 |
| f. Health Assistant | 38-21 |
| g. Student Supervision Assistant | 39-21 |

Motion made by: Susan Meyer

Seconded by: Tristan L. Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- In response to a request from by Pam Saunders, made at the December 17, 2020 Personnel Commission meeting, for information regarding the number of classified staff that had submitted request for leaves associated with COVID, Kristen first briefly explained the types of leaves that had become available to staff through the Federal CARES Act. She also informed the Commission that although leaves under the CARES Act technically expired on December 31, 2020, the District chose to continue to offer them through March 31, 2021. As of this meeting, 136 classified employees have been approved to access Emergency Paid Sick Leave and 27 classified employees have been approved to access Expanded Family Medical Leave. Kristen estimates that this number will continue to grow as Human Resources works with employees to process leave requests and she will provide updates at future meetings.
- The District implemented voluntary surveillance testing for COVID-19 and offered two dates/locations for employees: January 11th and 13th at Back Bay High School and TeWinkle Middle School. A total of 281 employees (116 were classified employees) took advantage of this service. The responses from classified staff to this services have been overwhelming positive.
- The District also offers response testing for employees who are designated as a close contact to a workplace positive case. Close contacts are placed on paid administrative leave during their quarantine period and provided information on how to access testing through Xpress Urgent Care.
- The District created a COVID-19 reporting system and notification process for employees. Employees can submit information via email or voicemail and it will be assigned to a trained intake team member who will reach out to assist them. Human Resources Directors are on a rotating schedule to cover the intakes over holidays and weekends.
- Responded to concerns from Pam Saunders regarding the timeframe exposed employees are returning to work, explaining the process entails calculating and evaluating the “exposure window” and/or initial onset of symptoms to determine a return to work date. The District follows CDC and Orange County Health Care Agency guidelines.
- Susan Meyer wanted to be certain that employees were not afraid to report their exposure to COVID and that they felt comfortable in coming to the District knowing they will receive needed direction and accurate information regarding their options. Kristen assured her of that fact. Susan also expressed her concern regarding the amount of hours Kristen has been working and wanted to be certain that she was not over extending herself.
- Superintendent, Russel Lee-Sung recently sent out a video message via district email that provided information about a third super vaccination site being established at Disneyland. There was also an email sent out regarding the Orange County Healthcare Agency’s announcement that residents 65 and over were eligible to receive the vaccine and also included information for those under 65 on how to register for upcoming dates to be vaccinated. District healthcare employees have been notified that they are eligible to receive the vaccine.
- Responded to Pam Saunders questions regarding the timeframe of the publication of the current contact and her request for a list of new classified employees.

9. NEXT MEETING DATE: Thursday, February 18, 2021 at 4:00 p.m.

10. ADJOURNMENT: 4:43 p.m.