

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

July 27, 2016 – 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 to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

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

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA
Bea Volper, NMUSD, Supervisor, Payroll
Vicky Wyman, NMSA, Benefits Analyst
Suzanne Sense, NMUSD, Executive Assistant – Confidential
Sandy Welch, NMUSD, Supervisor, Accounting

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for July 27, 2016.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan 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 June 16, 2016 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

Lin Aldrich had questions regarding Nutrition Services position title changes. Ms. Kristen Clark tried to clarify the position question, but decided further discussion was need. She would meet with Lin at a designated time.

David Johnson voiced his concerns of dissatisfaction regarding the process, timeframe and results of the Classification and Compensation Study in regards to Classified Employees.

Ms. Clark briefly addressed Mr. Johnson's remarks.

Ms. Vicky Wyman, in reference to the Supervisory Group, made a brief comment regarding her interest in the study.

Commissioners lead a discussion to determine how far the District and CSEA were to a consensus regarding the Classification and Compensation Study. It was agreed that a meeting would be scheduled with CSEA and NMUSD representatives prior to the next Commission meeting to try to come to a consensus on the outstanding issues.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Vehicle & Equipment Mechanic | 65-16 |
| b. Custodian | 66-16 |
| c. School Support Secretary | 67-16 |
| d. Bilingual Office Assistant | 68-16 |
| e. Office Assistant II | 69-16 |
| f. Instructional Assistant – Behavior Analysis Interventionist | 01-17 |
| g. Occupational Therapist | 02-17 |

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. Electronics Technician | 72-16 |
| b. Computer Software Analyst II | 73-16 |
| c. Human Resources Technician | 74-16 |
| d. Nutrition Services Assistant II | 75-16 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF RECOMMENDATIONS FROM CLASSIFICATION STUDY AND CLASS DESCRIPTIONS FOR CONFIDENTIAL, SUPERVISORY, MANAGEMENT AND EXECUTIVE MANAGEMENT POSITIONS.

It was recommended that the Personnel Commission approve the classification study and class descriptions from Ewing Consulting, Inc., as submitted by the Director of Classified Personnel for confidential, supervisory, management and executive management positions.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF RECOMMENDATIONS FROM COMPENSATION STUDY – NMUSD SUPERVISORY EMPLOYEES

It was recommended that the Personnel Commission approve the proposed range allocations from Ewing Consulting, Inc., as submitted by the Director of Classified Personnel, where agreement has been reached between the District and the NMUSD-Supervisory Employees. The effective date is to be determined after discussion between the District and the Supervisory group.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Thanked the visitors for attending the meeting;
- Thanked the Commission Staff for their efforts during the Classification Study process over the past 2 years and 3 months. She also thanked the Supervisory, Confidential and Management groups for their participation in the process as well;
- Announced the new addition to the Commission Staff, Holly DeCarvalho, HR Technician;
- The Commission Staff continues with a high volume of recruiting.

11. NEXT MEETING DATES: Wednesday, August 31, 2016 at 4:00 p.m.

12. ADJOURNMENT: 4:31 p.m.