

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

April 24, 2014 – 4:07 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, 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:

Susan G. Meyer, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

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

VISITORS PRESENT

David Johnson, Chapter President, CSEA
Brenda Garcia, CSEA
Vicky Wyman, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for April 24, 2014.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

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 March 20, 2014 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- a. Risk Management Technician 48-14

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

At 4:11, Chairperson Meyer called for a short recess to obtain copies item 7.f for those present. Chairperson Meyer reconvened the meeting at 4:13

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

- | | |
|--|-------|
| a. Systems Engineer | 54-14 |
| b. Teacher Assistant – Bilingual | 55-14 |
| c. Nutrition Services Supervisor | 56-14 |
| d. Instructional Assistant – Behavior Analysis Interventionist | 57-14 |
| e. Office Assistant II / School Office Assistant | 58-14 |
| f. Custodian | 59-14 |

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-15

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at the May meeting. Ms. Roque reviewed the changes in the 2014-15 budget:

2000 – 3000 series, employee related cost, 5% increase reflects District anticipation of salary increases, (Negotiations have not been finalized this percentage is an estimate). Administrative Assistant is more than 5% to proctor after work computer training and for substitutes to assist with recruitment, to proctor test. Also, there was a PERS increase from 11.44% to 11.70% not only based on salary increases, but also because of new State Legislation.

5802, Advertising – increased to cover recruitment for technical positions.

5810, Prof/Consulting Services & Operating Expenses, Hearings Budget adjusted to reflect actual cost of a hearing

Ms. Roque responded to Ms. Meyer's question regarding lack of funds in account 5902, Cell Phone for Director. Funds for Ms. Roque's cell phone are found in account 5908, Communication Device Stipend.

It was recommended that the Public Hearing for Personnel Commission Budget for fiscal year 2014-15 be scheduled for May 15, 2014 at 4:00 p.m.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Roque reported that the Personnel Commission budget will be posted on the website. She also reminded everyone that ACEs Day was coming in May and their participation will be appreciated.

The first meeting of the Classification/Compensation Study Advisory Committee was held and communication has been sent to classified staff to explain why the study is being done in two

April 24, 2014

parts, with the first orientation meetings for 12-month employees to be held May 6th & 7th and the second group of meetings for 10 and 11-month employees will be held after they return in September. Questionnaires will be distributed at orientation meetings to be returned to supervisors within three (3) weeks. Once the consultant reviews the questionnaires they will conduct individual and group interviews. There will be orientation sessions for both the Advisory Committee and Managers/Supervisors. Consultants will meet with the Personnel Commission and the Board to keep everyone updated on the process. Information will be available on the website as well as in a monthly newsletter.

Personnel Commission Staff and Commissioners will be attending the Personnel Commissioners Association of Southern California (PCASC) mini conference on Friday, May 16, 2014.

Super Stars recognition will be held on Tuesday, May 27, 2014.

10. NEXT MEETING DATES: May 15, 2014 at 4:00 p.m.

11. ADJOURNMENT: 4:40 p.m.