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

December 15, 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
Charlene Metoyer, Commissioner

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Theresa Nguyen, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for December 15, 2022.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Charlene Metoyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of November 10, 2022, as submitted.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Charlene Metoyer	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

Eleanor Rebard asked whether the Office Assistant III recruitment (see item 7.a.c.) covered openings in Health Services and Maintenance and Operations. Christi Winslow stated that the intended goal is to hopefully receive enough viable candidates to cover all open positions. Charlene Metoyer added that Superintendent Wesley Smith is scheduled to participate in a panel in San Jose this week regarding the staffing problems that school districts are facing.

6. PUBLIC NOTICE: REORGANIZATION

Ashley Anderson, President of the Newport Mesa Unified School District was unable to attend the Personnel Commission meeting, therefore, Tristan Aley, Chairperson of the Newport-Mesa Unified School District Personnel Commission, administered the oath of office to Commissioner Charlene Metoyer. The Board approved Ms. Metoyer as their appointee to the Personnel Commission at its October 27, 2022 meeting. The appointment took effect at noon on December 14, 2022.

Personnel Commission Oath: "I, Charlene J. Metoyer, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2023; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2023.

Susan Meyer, elected Chairperson

Motion by Tristan Aley, Seconded by Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Abstained

Charlene Metoyer, elected Vice-Chairperson

Motion by Susan Meyer, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Abstained
Susan Meyer	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Administrative Assistant II	42-23
b.	Office Assistant II	43-23
c.	Office Assistant III	44-23
d.	Lead Technology Support Technician	45-23
e.	Instructional Assistant-Technology II	46-23
f.	Technology Support Technician	47-23
g.	Job Transition Coach	48-23
h.	Lead Instructional Assistant-Extended Day Program	49-23
i.	Data Network Technician	50-23
j.	Office Assistant Bilingual	51-23

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Charlene Metoyer	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Custodian – Substitutes Only	84-23
b.	Lead Custodian	85-23
c.	Nutrition Services Assistant I	86-23
d.	Instructional Assistant	87-23
e.	Nutrition Services Assistant II	88-23
f.	Systems Engineer – CORRECTED	83-23
g.	Instructional Assistant-Behavior Intervention	89-23
h.	Student Supervision Assistant	90-23
i.	Office Assistant II	91-23
j.	Instructional Assistant-Early Learning	92-23
k.	Secondary Office Support Specialist	93-23
l.	Maintenance Technician	94-23
m.	School Office Assistant	95-23
n.	Instructional Assistant	96-23
o.	Lead Instructional Assistant-Extended Day Program	97-23
p.	Library Media Technician I	98-23
q.	Instructional Assistant-Early Learning	99-23
r.	Nutrition Services Assistant I	100-23
s.	Instructional Assistant-Behavior Intervention	101-23
t.	Custodian – Substitute Only	102-23

There was a motion to approve by Mr. Tristan Aley, with a question presented by Commissioner Meyer regarding the correction to 8.f – Systems Engineer – CORRECTED. V-Esther Caldwell and Christi Winslow explained that the correction was to add the name of the promotional candidate from the prior eligible list.

Commissioner Meyer also inquired regarding item 8.i – Office Assistant II which only had one available candidate but noted that there were three available positions. Ms. Winslow explained that there were several applicants who chose not to move forward for various reasons or were a no show/cancelled their appointment for the oral exam portion of the testing process. There were also candidates who chose not to move forward due to work hours or work schedule. Commissioner Metoyer wondered if it would be helpful if the work hours and work schedule were highlighted/bolded in the vacancy announcement. Ms. Winslow noted that the work hours and schedule are repeatedly emphasized to the candidates during the process. Due to the lack of candidates, the position had been re-posted.

Commissioner Meyer also wanted clarification on item 8.o – Lead Instructional Assistant-Extended Day Program. The eligible list number was incorrectly stated as 97-22 and should be corrected to 97-23.

Commissioner Metoyer questioned why items 8.a and 8.t were both for Custodian – Substitutes Only. Ms. Winslow explained that this is an Open and Continuous job posting, and subsequently the posting is reviewed for new applicants to fill the ongoing vacancies.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Charlene Metoyer	Yes

9. PERSONNEL DIRECTOR:

In Kristen Clark's absence, Christi Winslow highlighted the following items:

- How busy the office continues to be working to fill open positions, noting that some offers were made and declined. For example, the candidate for the Library Media Technician was offered a higher salary by her current employer. This is happening more often as employers choose to retain good employees.
- Commissioner Meyer acknowledged her attendance at Tuesday's Board of Education meeting for the presentation of the Distinguished Service award to Mr. Kenneth Wayman, who was the former Board representative to the Personnel Commission. Mr. Wayman was also presented with a plaque from the Orange County Board of Supervisors by Katrina Foley.

10. NEXT MEETING DATE: Thursday, January 19, 2023 at 4:00 p.m.

11. ADJOURNMENT: 4:23 p.m.