

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Sanborn Assembly Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

September 29, 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
Kenneth Wayman, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

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

Visitors present:

Charlene Metoyer, NMUSD 2022 Board Vice-President
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 29, 2022 as presented.

Motion made by: Kenneth Wayman
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 August 18, 2022.

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:

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. Maintenance Technician	20-23
b. School Office Assistant	21-23
c. Administrative Assistant II	22-23
d. Systems Engineer	23-23
e. Contract Procurement Analyst	24-23
f. Secondary Office Support Specialist	25-23
g. Lead Custodian	26-23
h. Accompanist	27-23

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

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. School Office Assistant	27-23
b. Technology Support Technician	28-23
c. Library Media Technician I	29-23
d. Student Supervision Assistant	30-23
e. Instructional Assistant-Early Learning	31-23
f. Student Supervision Assistant	32-23
g. Instructional Assistant	33-23
h. Instructional Assistant-Special Education	34-23
i. Instructional Assistant-Behavior Intervention	35-23
j. Nutrition Services Assistant II	36-23

k.	Instructional Assistant-Bilingual	37-23
l.	Preschool Teacher	38-23
m.	Instructional Assistant-Extended Day Program	39-23
n.	Instructional Assistant-Special Education	40-23
o.	Instructional Assistant-Early Learning	41-23
p.	Instructional Assistant	42-23
q.	Library Media Technician II	43-23
r.	Credentials Specialist	44-23
s.	Executive Assistant-Confidential	45-23
t.	Student Supervision Assistant	46-23
u.	Instructional Assistant-Behavior Intervention	47-23
v.	Campus Safety Facilitator	48-23
w.	School Attendance Assistant	49-23
x.	Instructional Assistant-Early Learning	50-23
y.	Instructional Assistant-Special Education	51-23
z.	Instructional Assistant-Extended Day Program	52-23
aa.	Administrative Assistant-Confidential	53-23

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- On September 13, 2022, the Board of Education took action at its regular meeting to announce Charlene Metoyer as its intended appointee to the Personnel Commission. The Board will hold a public hearing at its October 25, 2022 meeting in case any Commissioners would like to attend. The Board will then act to appoint Charlene Metoyer to the District's Personnel Commission.
- Pam Saunders, the current CSEA Chapter 18 President and District Accounting Assistant III will be retiring in October. For the last 6 years, Pam served as the President of CSEA Chapter 18 and prior to that, she was the Chief Union Steward.
- Ms. Clark also recognized the hard work of the Commission staff to keep up with the pace of recruiting and everything that goes along with it. We have already created almost 200 Authorizations to Employ for new and transferring classified staff since the beginning of the new fiscal year.

Susan Meyer announced that the Southern California Personnel Commission Association (SCPCA) Annual Conference will be held at the Western Hotel in Long Beach, January 22- 24, 2022. There are also plans for a brainstorming/problem solving discussion regarding recruiting to be held in Downey on Friday, October 28, 2022.

9. NEXT MEETING DATE: Thursday, October 27, 2022 at 4:00 p.m., Sanborn Assembly Room.

10. ADJOURNMENT: 4:11 p.m.