

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

October 21, 2021 – 4:00 p.m.

MINUTES

1. 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:

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

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Elizabeth Peterson, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for October 21, 2021.

Motion made by: Susan Meyer

Seconded by: Tristan 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 September 16, 2021, as submitted.

Motion made by: Tristan 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. Credentials Specialist	15-22
b. Lead Custodian – Promotional Only	16-22
c. Nutrition Services Assistant I	17-22
d. Nutrition Services Assistant II	18-22
e. Job Transition Coach	19-22
f. School / Community Facilitator	20-22

Motion made by: Susan Meyer

Seconded by: Tristan Aley

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 with corrections:

a. Health Assistant Cover	21-22
b. Instructional Assistant-Behavior Intervention	22-22
c. Instructional Assistant-Special Education	23-22
d. Student Supervision Assistant	24-22
e. Director, Fiscal Services	25-22
f. Instructional Assistant	26-22
g. Instructional Assistant-Special Education	27-22
h. Instructional Assistant-Preschool	28-22
i. Student Supervision Assistant	29-22

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. EXTENTION OF ELIGIBLE LIST

It was recommended that the following eligible list be extended.

a. Health Assistant-Corrected – Extended to 12/17/21 38-21

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Introduced new Personnel Commission staff members: Associate Human Resources Analysts Theresa Nguyen and Brandon Provencal. Introduced new Human Resources staff members: Human Resources Technician Elizabeth Peterson, who is assisting Brenda Garcia with employee leaves and Human Resources Technician Serena Yu who will be handling unclassified positions and volunteers.
- The district is participating in the California Department of Education's Classified School Employee of the Year program. This year the nomination categories have been expanded from six to nine.
- Dr. Wesley Smith will be the new Superintendent and there was an introductory video on the district's website for those interested in learning more about Dr. Smith.
- Reviewed the new district process used to verify vaccination status of employees.
- Hiring challenges are being addressed creatively to increase applicant pools.
- Staff Development Day will be taking place this year. During the most recent negotiations between the district, CSEA Chapter 18 stressed that they would like more job specific training. Classified Personnel will be coordinating job required CPR/First Aid training for 60 classified staff. Additionally, job specific training has been developed for multiple positions.
- Responded to Susan Meyer's question regarding staff turnover for the current year.
- Susan Meyer took time to announce that she will be attending the Personnel Commission Association of Southern California's luncheon and presentation, "Proposing Legislation for Banding" with Theresa Nguyen on Friday, October 22, 2021.

10. NEXT MEETING DATE: Thursday, November 18, 2021 at 4:00 p.m.

11. ADJOURNMENT: 4:28 p.m.