NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985-A Bear Street, Costa Mesa, CA 92626

July 15, 2021 – 4:03 p.m.

MINUTES

1. ZOOM WEBINAR – 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
Becky Schmieg, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for July 15, 2021.

Motion made by: Tristan Aley
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 June 17, 2021, as submitted.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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.	Instructional Assistant	62-21
b.	Communications Specialist	63-21
c.	Payroll Technician	64-21
d.	Director, Fiscal Services	65-21
e.	Executive Assistant-Confidential	66-21
f.	Health Assistant-Cover	67-21
g.	Administrative Assistant-Confidential	68-21
h.	Student Supervision Assistant	1-22
i.	Instructional Assistant-Special Education	2-22
j.	Instructional Assistant-Behavior Intervention	3-22
k.	Instructional Assistant-Bilingual	4-22

Motion made by: Tristan Aley
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.	Student Supervision Assistant	85-21
b.	Warehouse Worker/Delivery Driver	86-21
c.	Instructional Assistant-Extended Day Program	87-21
d.	Lead Job Transition Specialist	88-21
e.	Technology Support Technician	1-22

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVED – CLASSIFICATION MODIFICATION: HEALTH ASSISTANT

It was recommended that the members of the Personnel Commission approve the modifications of the classification Health Assistant. These modifications have no additional pay allocation.

There was a motion to approve by Ms. Meyer, who also presented a question regarding the addition of the administering of the seizure medication "Diastat". Kristen Clark explained that this was not an addition to the class description but a clarification within the description. The acronym for Diastat as well as other acronyms found in the description were merely spelled out. Ms. Meyer was also concerned regarding the procedure for administering the Diastat medication and Ms. Clark explained that the Health Assistants receive extensive training from NMUSD Nurses to perform this and other procedures as a part of their duties.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED – CLASSIFICATION MODIFICATION: THEATER SUPPORT TECHNICIAN

It was recommended that the members of the Personnel Commission approve the modifications of the classification Theater Support Technician. These modifications have no additional pay allocation.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Summer hiring has been astronomical. To date, there have been 147 classified requisitions entered, which requires major input from several HR staff, both classified and certificated.
- Memos recently issued by Leona Olson, Assistant Superintendent, Chief Human Resources Officer regarding changing procedures related to COVID-19. These changes include procedures and guidelines regarding mask wearing in and out doors and social distancing for those vaccinated verses those not vaccinated.
- Starting Monday, July 19, 2021, staff who have been working remotely or on modified schedules have been asked to return to work.

- At the direction of Executive Cabinet, Kristen has been working with Administrative Director I, Certificated Personnel Meagan Brown and Administrative Director II, Information Technology Asim Babovic to create the "COVID-19 Vaccination Verification Process". It is an online process were staff can fill out information attesting they are fully vaccinated and upload a copy of their vaccination card. Upon verification, those who qualify will be able to remove their mask while indoors. The removal of mask is dependent on the CDC and District guidelines regarding particular group situations (i.e., in classroom with students, attending indoor meeting, etc.). There is no social distancing requirement when outside. N95 mask will be made available to staff upon request.
- Ms. Meyer inquired if employees had to have proof of vaccination to return to work. Ms. Clark responded that they would not. However, if employees want to remove their masks indoors, they would need to complete the "COVID-19 Vaccination Verification Process".
- Ms. Meyer asked if the District would be providing sensitivity training for employees, parents and students regarding the wearing or not wearing of mask. Ms. Clark shared that it had not been discussed, but she would bring the concern to the attention of Ms. Olson.
- Ms. Clark shared her thoughts about an agenda item at the July 13, 2021 Board Meeting regarding the renewal of a contract with the Anti-Defamation League that was pulled because of complaints from members of the community that were in attendance.

11. NEXT MEETING DATE: Thursday, August 19, 2021 at 4:00 p.m.

12. ADJOURNMENT: 4:26 p.m.