NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

April 15, 2021 – 4:02 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 April 15, 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 March 18 2021, as corrected.

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.	Warehouse Worker/Delivery Driver	44-21
b.	School Attendance Technician	45-21
c.	Secondary Office Support Specialist	46-21
d.	Instructional Assistant-Special Education Cover	47-21
e.	School Administrative Assistant-Elementary	48-21

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) be certified:

a.	Student Supervision Assistant	51-21
b.	School/Community Facilitator	52-21
c.	Nutrition Services Assistant II	53-21
d.	Administrative Assistant I	54-21
e.	Instructional Assistant-Special Education	55-21
f.	Instructional Assistant-Behavior Intervention	56-21
g.	Executive Assistant-Superintendent	57-21
h.	Student Supervision Assistant	58-21
i.	College Guidance Specialist	59-21
j.	Instructional Assistant-Extended Day Program	60-21
k.	Custodian (Part-Time)	61-21

There was a motion to approve by Mr. Aley, with a comment from Ms. Meyer regarding the raters who served on the interview panel for the Executive Assistant-Superintendent oral exam (item 7.g.). Ms. Meyer noted that the panel consisted of a retired Superintendent and an individual who currently supports a school Superintendent. Ms. Meyer thanked the Commission staff for finding appropriate subject matter experts to serve as raters.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2021–2022:

The proposed budget was presented as an informational item only. Kristen Clark explained the budget changes to the Commissioners. This item will be brought back to the Personnel Commission for approval at its May meeting.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2021–2022 Fiscal Year Budget at its next Commission meeting, May 20, 2021 at 4:00 p.m.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Reviewed the procedure and format for submitting the Personnel Commission annual budget and addressed the following questions/issues:
  - 2388 – Extra Duty Supv/Admin Support and 2488 – Extra Duty Clerical. This item provides funding for potential overtime by the Personnel Commission staff and is reported separately to the Orange County Department of Education.
  - 2901 – Other. This item covers the cost to compensate employees who attend a 1-hour new employee orientation.
  - 3402 – Health and Welfare. Fiscal provides estimated projected costs.
  - 3502 – Unemployment Insurance. Fiscal provides estimated projected costs, which increased significantly from prior years and may be related to COVID related unemployment claims for the entire state of California.
  - 3702 – Retiree Benefits <65. This amount was previously included within item 3752. Fiscal decided to reflect it separately.
  - 4406 – Computer Equipment - Non Cap. This item reflects a return to the normal budgeted amount. The amount was increased last year so that new laptops could be purchased.
  - 5866 – License Fees and/or Software Maintenance. This item increased due to purchasing additional software needed for virtual testing and staff on-boarding.

- As a follow-up to an issue raised at the last meeting, a discussion was held between Pam Saunders and Leona Olson regarding planning and scheduling new employee orientation.
- Negotiations will be starting on Monday, April 19, 2021.
- The District is currently preparing for all school sites to move back to Level 1 in-person, beginning next week.

10. NEXT MEETING DATE: Thursday, May 20, 2021 at 4:00 p.m.

11. ADJOURNMENT: 4:19 p.m.