

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

July 16, 2020 – 4:03 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Susan G. Meyer, 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:

Susan G. Meyer, Chairperson
Kenneth Wayman, Vice-Chair
Tristan L. Aley, 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 16, 2020.

Motion made by: Kenneth Wayman

Seconded by: Tristan L. 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 June 18, 2020, as submitted.

Motion made by: Tristan L. Aley

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. Director, Nutrition Services | 56-20 |
| b. Payroll Technician | 57-20 |
| c. Lead Warehouse Worker/Driver | 58-20 |

Motion made by: Kenneth Wayman

Seconded by: Tristan L. Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

There were no recommendations for eligibility list certifications.

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Recruitments are moving forward with three positons being posted this week.
- Discussion and review of new procedures for assessments and testing including oral and performance examinations utilizing social distancing guidelines. After many hours of webinar participation and material review by Christi Winslow and Becky Schmieg, they were able to identify a product called eSkills they believe would meet our needs. Christi shared a few of the highlights of the software, including being able to structure online exams that could encompass all testing aspects, (i.e. performance exams, written exams, typing test, computer skills, etc.) There are also safety measures in place to ensure the test takers are being honorable. Also, NeoGov, the current software we utilize in our recruitment process, is compatible with this new software.
- For experience, Kristen has agreed to be a rater with Downey School District as they do their first Zoom Oral Exam for a promotional position.

- Addressed concerns from Susan Meyer regarding the selection of questions and how they impact positions that are recruited for continuously. Christi explained that there were suggested strategies to address utilizing the same questions as well as making certain that all questions used for the same position are of the same skill set.
- Kristen announced that after successful Executive Cabinet level interviews, an offer was made and accepted by a candidate for the Director, Risk Management position and we are utilizing existing eligibility list to hire for school sites as well.
- Stephanie has been working with the new onboarding software to meet the needs of not only the classified side but also seeing if it can help with the certificated processes as well. Stephanie is also working with NMUSD technology team to create a procedure for uploading new hire confidential documents into a secure share point portal. This portal procedure is only temporary until the new software is fully up and running.
- Kristen is working closely with Merry Grasska, Director, Health Services, in dealing with employees who have concerns because they have been in contact with individuals who have tested positive for COVID-19.
- Kristen clarified the roll of the Orange County Department of Education and the operation of NMUSD.
- The District is still working on how to keep staff, students and parents safe when campuses reopen and are currently using CDC standards at all NMUSD sites and have provided the required personal protective equipment.

9. NEXT MEETING DATE: Thursday, August 20, 2020 at 4:00 p.m.

10. ADJOURNMENT: 4:45 p.m.