

# 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

June 18, 2020 – 4:00 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  
Danelle Bautista, Interim Director, Classified Personnel, La Habra City School District

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for June 18, 2020.

Motion made by: Tristan L. Aley

Seconded by: Kenneth Wayman

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 May 21, 2020, as submitted.

Motion made by: Kenneth Wayman

Seconded by: Tristan L. 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:**

There were no recommendations for vacancy announcement ratifications.

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS:**

There were no recommendations for eligibility list certifications.

**8. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Recruitments for open positons are moving forward.
- Strategies on how to conduct the onboarding process were outlined and discussed with clarification from Christi Winslow, Human Resources Analyst who summarized the addition of new testing and onboarding software.
- Addressed concerns from Susan Meyer regarding the actual processing of applicants regarding accommodations for those who may not be as proficient in the use of computers as others.
- Responded to Tristan Aley's concern regarding skill test that would be required for Maintenance and Operations applicants. Research is still being done in this area.
- A meeting has been scheduled for the upcoming week to discuss/investigate possible challenges that may arise regarding new testing procedures and other aspects of the application, hiring and onboarding processes.
- Employee leave information regarding COVID-19 has been posted on the NMUSD Human Resources webpage.
- Summer employment opportunities have been announced and applications have been accepted.
- Superintendent Dr. Frederick Navarro has submitted his retirement notice and Russell Lee-Sung, Deputy Superintendent, Chief Academic Officer will be the Interim Superintendent.

**9. NEXT MEETING DATE: Thursday, July 16, 2020 at 4:00 p.m.**

**10. ADJOURNMENT: 4:37 p.m.**