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

May 21, 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
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 21, 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 February 20, 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. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2020-2021

Public hearing on the Personnel Commission for Fiscal Year 2020–2021 Pursuant to California Education Code 45253 was opened. Having no comments, the hearing was then closed.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

a.	Library Media Technician I	52-20
b.	Instructional Assistant	53-20
c.	School Administrative Assistant–Intermediate	54-20
d.	Maintenance Carpenter	55-20

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

a.	Associate Human Resources Analyst	71-20
b.	Instructional Assistant–Behavior Intervention	72-20
c.	Assessment and Accountability Specialist	73-20
d.	Custodian (Substitutes)	74-20
e.	Bus Driver	75-20
f.	Student Supervision Assistant	76-20
g.	Executive Assistant–Confidential	77-20
h.	Instructional Assistant–Technology II	78-20
i.	Director Risk Management	79-20

j.	Secondary Office Support Specialist	80-20
k.	Health Assistant	81-20

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED CLASSIFICATION MODIFICATION – SUPERVISOR TRANSPORTATION OPERATIONS:

Based on the needs of the department, it was recommended that the modifications of the job description for the classification Supervisor Transportation Operations be approved. These modifications have no additional pay allocation.

Motion made by: Kenneth Wayman
Seconded by: Tristan L. Aley

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

10. APPROVED CLASSIFICATION MODIFICATION – DIRECTOR NUTRITION SERVICES:

Based on the needs of the department, it was recommended that the modifications of the job description for the classification Director Nutrition Services be approved. These modifications have no additional pay allocation.

Kristen Clark clarified the recommended modifications for the classification of Director, Nutrition Services.

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan G. Meyer	Yes
Kenneth Wayman	Yes

11. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2020–2021:

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2020-2021 as presented.

Kristen Clark explained that at the request of the District, the Personnel Commission Budget expense items for fiscal year 2020–2021 would basically remain the same, with the exception of item 4406, Computer Equipment–Non Capital. In order to replace outdated laptop computers utilized for testing purposes, the increase of this item was reviewed with the Executive Cabinet and submitted with their consent.

Motion made by: Kenneth Wayman
Seconded by: Tristan L. Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

12. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Promotion of Becky Schmieg to Associate Human Resources Analyst.
- Appreciating Classified Employees (ACE) Day and Super Stars recognition were put on hold due to the COVID-19 Pandemic.
- Personnel Commission staff have all been stepping up during the school shutdown, some working onsite and others from home.
- Over 130 at risk employees have been placed on paid administrative leave.
- Orange County Department of Education found a way to virtually recognize the Orange County Classified Employees of the Year, including district employee Kathy Kitto in the office and technical category. Frank Gambo, Campus Safety Facilitator was also submitted as a Classified Employee of the Year for Newport-Mesa USD.

13. NEXT MEETING DATE: Thursday, June 18, 2020 at 4:00 p.m.

14. ADJOURNMENT: 4:25 p.m.