NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

May 17, 2018 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Kenneth Wayman, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

Kenneth Wayman, Chairperson
Tristan Aley, Vice-Chairperson
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Associate Human Resources Analyst

VISITORS PRESENT

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA
Brenda Garcia, CSEA
William L. Noonan
Paul A. Manderino – Retired
Lou S. Illiano
Salvador Garcia
Leona Olson, Acting Assistant Superintendent, Chief Human Resources Officer
Graham Adams
Joe Vera
Eugene Lennert
Anthony Alarcon
Amy Gonzales, CSEA Labor Relations Rep.

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for May 17, 2018.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan 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 April 19, 2018 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

Eleanor Rebard noted on item Ref.8.e.1, eligibility List for Instructional Assistant – Special Education, candidate Cheryl Selph had retired. Director, Kristen Clark explained that at the time the list was created, Ms. Selph was still an active employee and clarified that Ms. Selph resigned not retired.

The following individuals addressed the Commission regarding Agenda Item 12, Closed Session – Public Employee Discipline/Dismissal/Release (Pursuant to Government Code 54954.5(e) and 54957):

Anthony Alarcon – NMUSD Employee
Paul Manderino – Retired NMUSD Employee

Lou Illiano also addressed the Commission.

6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018–2019

Public hearing on the Personnel Commission for Fiscal Year 2018–2019 Pursuant to California Education Code 45253 was opened.

Commissioner Susan Meyer had the following questions/concerns regarding the 2018-2019 budget, which were addressed by Director, Kristen Clark:

Ms. Clark verified that the increased salary amount in budget line item 2420 was due to the new positions of Human Resources Associate Analyst and Human Resources Technician.

Budget line item 3402 – Health and Welfare Benefits, with the new employee, the assumption would be there would be an increase in this line item rather than the decrease shown. Ms. Clark explained that this amount was given to the Commission from Fiscal Services and they take into consideration any anticipated increase/decrease in cost.

Budget line item 4200 and 4309 – Books & Reference Materials and Computer Supplies: increase from original amounts in 2016-17 to present of $500.00 – Ms. Clark explained that the amounts in these items, as well as 4401 – Equipment New Non Cap, are all associated with the upcoming remodel and the new additional position.

Budget line item 4350 – Office Supplies, Meetings & Exams: Ms. Clark clarified that this increase was not necessarily due to an increase in exams, but for general office supplies.

Budget line Item 5620 – Contract Services – Ms. Clark explained that this increase was due to the replacement of the Classified Personnel Kyocera Printer/Copier, which could no longer be repaired. The increase reflects the cost of the lease agreement.

Ms. Clark pointed out that the Personnel Commission budget only increased approximately $29,000.00, which reflects increases in three areas: salaries and benefits, NeoGov recruiting software, (first increase since we have been using their services), and mileage increase for Director of Classified Personnel initiated and authorized by NMUSD Board based on travel associated with the position.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	School Office Assistant	39-18
b.	Maintenance Painter	40-18
c.	School Administrative Assistant – High School Comprehensive Campus	41-18

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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 amended be certified.

a.	School Administrative Assistant – High School Alternative Campus	55-18
b.	Technology Support Technician	56-18
c.	Instructional Assistant – Behavior Intervention	57-18
d.	Instructional Assistant – Extended Day Program	58-18
e.	Instructional Assistant – Special Education	59-18
f.	Secondary Office Support Specialist	60-18
g.	Accounting Assistant III	61-18
h.	Benefits Technician	62-18
i.	Campus Safety Facilitator	63-18

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018-2019

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2018-2019 as presented.

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 item(s):

- Super Star Awards presentation and reception will be on Tuesday, May 22, 2018.
- ACE Day festivities will be held on Thursday, May 24, 2018.
- Classified School Employee Week begins May 20 – 26, 2018.
- CSEA Chapter 18 Open House will be held on May 18, 2018 from 1:00 p.m. until 6:00 p.m.

11. NEXT MEETING DATE: Wednesday, June 20, 2018 at 4:00 p.m.

12. CLOSED SESSION

The members of the Personnel Commission adjourned to closed session at 4:27 p.m. to discuss the following item:

Public Employee Discipline/Dismissal/Release (Pursuant to Government Code 54954.5(e) and 54957).

13. REPORT OF ACTION TAKEN IN CLOSED SESSION

Reconvene to open session at 4:50 p.m. and the Commission took action to accept the Hearing Officer's recommendation to uphold the action taken by the Newport-Mesa Unified School District's Board of Education to dismiss the permanent classified employee #7800005459 from employment with the District. The action was taken with the following roll call vote:

Ayes:	2
Noes:	0
Abstain:	

14. ADJOURNMENT: 4:51 p.m.