

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 18, 2017 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, 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:

Susan G. Meyer, Chairperson
Kenneth Wayman, Vice-Chairperson
Tristan Aley, 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

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for May 18, 2017.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

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 20, 2017.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

No presentations were made.

6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017 – 2018

Public hearing on the Personnel Commission Budget for Fiscal Year 2017 – 2018 Pursuant to Education Code 45253 was opened. No comments presented. Public Hearing was closed.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

Eleanor Rebard had the following questions regarding item 7.d prior to ratification of vacancy announcements:

- Hours and days mentions in the posting, is this a new work schedule for Maintenance & Operations Manager? *Kristen Clark confirmed that this was a new schedule requested by the Director of Maintenance and Operations Manager.*
- Supplemental question #3, if applicant is not available to work Tuesday – Saturday would that person be completely out of the running for that position? *Christi Winslow explained that the individual could still move forward in the process, but for this particular position, they would not be included in the list of applicants sent to the hiring department due to scheduling availability, but could be considered for other openings for that position within the 6 months eligibility period.*
- In the supplemental questions, there were questions about glazier, painter and carpenter experience, but none for electrical experience, why? *Ms. Winslow stated that in the instructions she received when preparing the posting for this particular position, the selected individual would not be supervising the electrical area.*

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| a. Office Assistant II | 55-17 |
| b. Instructional Assistant – Technology I | 56-17 |
| c. Human Resources Technician | 57-17 |
| d. Maintenance & Operations Manager | 58-17 |

Motion made by: Tristan 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. Custodian	62-17
b. Maintenance Technician	63-17
c. Office Assistant III	64-17
d. Bilingual Office Assistant	65-17
e. Instructional Assistant – Special Education	66-17
f. Head Custodian	67-17
g. Nutrition Services Assistant I	68-17
h. Chief Financial Officer	69-17
i. Health Assistant	70-17

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF RECOMMENDATION OF RECLASSIFICATION OF MY LAM'S CURRENT POSITION OF NUTRITION SERVICES ASSISTANT I TO NUTRITION SERVICES ASSISTANT II

It was recommended that the Commission adopt the Director's recommendation that My Lam be re-classed to the position of Nutrition Services Assistant II at the CSEA Classified Unit Salary Range 22 (\$2,672 - \$3,274). It was also recommended that the effective date be September 1, 2016, which is the same date the District and CSEA negotiated as the effective date for the other changes related to the Classification and Compensation Study.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2017-2018 as presented.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Super Star Awards presentation and reception is scheduled for the May 23, 2017 Board Meeting. (Susan Meyer stated that she would be in attending).
- ACE's Day is scheduled for Thursday, May 25, 2017, (Susan Meyer will be attending),
- Online Software Training classes have recently been completed for Classified Employees. A total of 10 classes were held.

12. NEXT MEETING DATE: June 15, 2017, at 4:00 p.m.

13. ADJOURNMENT: 4:22 p.m.