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

April 20, 2017 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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 April 20, 2017.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

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 March 23, 2017 as corrected.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	HVAC/R Technician	53-17
b.	School Bus Cover Driver	54-17

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Instructional Assistant – Bilingual	56-17
b.	Associate Human Resources Analyst	57-17
c.	Instructional Assistant	58-17
d.	Maintenance Carpenter	59-17
e.	Campus Safety Facilitator	60-17
f.	Instructional Assistant – Behavior Analysis Interventionist	61-17

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017 – 2018.

NOTE: After the meeting, a typographical error was found in item Ref.8.a. Education Code Section sited was incorrect and should be 45253 not 45263.

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at its May meeting.

Kristen Clark distributed to Commissioners an updated budget with a correction to object code 3752 – OPEB Active.

Ms. Eleanor Rebard asked the following questions regarding the 2017-18 budget:

Object code 2020 – Classified salaries – why the difference between the salary for this position from 2016-17 budget and the 2017-18 budget. Ms. Clark explained the lower salary reflects the recruitment for a new individual in this position beginning at step one.

Object code 4401 – Office Furniture – is this for office furniture for the remodel. Ms. Clark confirmed that this is the object code for the furniture for the remodeled space.

Ms. Clark stated that she had reviewed the budget changes regarding the office remodel with both the Superintendent and the Budget Department.

Ms. Clark explained the process required by the Orange County Department of Education for budget review, submittal, and approval. The budget is approved by the Commissioners and then submitted to the OCDE for final approval.

After all questions had been addressed, it was recommended that the Public Hearing for the Personnel Commission Budget for fiscal year 2017-18 be scheduled for May 18, 2017 at 4:00 p.m.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Congratulations to Holly DeCarvalho's promotion to Associate Human Resources Analyst and we are currently recruiting for the Human Resources Technician position.
- Classified Employees of the Year presentations and reception will be held on Tuesday, April 25, 2017 at the Board of Education meeting. (All commissioners plan on attending.)
- Super Star Award nominations are open.

- Online Computer Training is currently going well. Four sessions have been completed of the ten sessions scheduled.
- ACE's Day – scheduled for Thursday, May 25, 2017, during Classified Employee week – May 21 – 27, 2017, (Sue Meyer confirmed her attendance). SchoolsFirst Federal Credit Union donated funds for the luncheon.
- Summer Jobs program under way. Christi Winslow elaborated.

10. NO CLOSED SESSION SCHEDULED

11. NEXT MEETING DATE: May 18, 2017, at 4:00 p.m.

12. ADJOURNMENT: 4:18 p.m.