

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

December 19, 2013 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, Vice-Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Susan G. Meyer, Vice Chairperson
Kenneth L. Wayman, Commissioner
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

John R. Caldecott, Executive Director, Human Resources, NMUSD
Karen Yelsey, President, NMUSD Board of Education
David Brooks, Member, NMUSD Board of Education
David Johnson, President, CSEA Chapter 18
Cindy Means, Retired NMUSD employee and former CSEA President
Vicky Wyman, CSEA
Brenda Garcia, CSEA
Eleanor Rebard, CSEA
Sandy Welch, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for December 19, 2013.

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 Special Session of November 7, 2013 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

It was recommended that the Commission adopt the minutes of the regular meeting of November 14, 2013 as submitted.

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

David Johnson, CSEA Chapter President informed the Commission of his concerns regarding agenda item 9, Approval of Title Change and Classification Modification: Director of Facilities, Maintenance and Operations to become Director of Maintenance and Operations and agenda item 10, Approval of Classification Modifications: Senior Data Network Technicians, Systems Engineer, and Senior Systems Engineer. After some discussion, Nora Roque suggested these concerns be discussed as they appear on the agenda.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Karen Yelsey, President of the NMUSD Board of Education, administered the Oath of Office to Mr. Tristan Aley and Mr. Kenneth Wayman, Personnel Commissioners. Mr. Aley was reappointed by the Personnel Commission at the November 13, 2013 meeting, to serve the remaining term of the retiring joint appointee, Mr. Thomas Henderson. The appointment took effect at noon on December 1, 2013. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at the November 12, 2013 Board Meeting. The appointment took effect at noon on December 1, 2013.

Personnel Commission Oath: "I, Tristan Aley and I, Kenneth Wayman, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2014; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2014.

Susan G. Meyer, elected Chairperson

Motion by Kenneth Wayman, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

Kenneth Wayman, elected Vice-Chairperson

Motion by Tristan Aley, seconded by Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Office Assistant II | 31-14 |
| b. School Administrative Assistant - Elementary | 32-14 |
| c. Maintenance Painter | 33-14 |
| d. Director of Maintenance and Operations | 34-14 |

Motion made by: Kenneth Wayman

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 submitted be certified.

- | | |
|--|-------|
| a. HVAC/R Technician | 34-14 |
| b. Executive Assistant - Confidential | 35-14 |
| c. Electronics Technician | 36-14 |
| d. Lead Contract and Procurement Analyst | 37-14 |
| e. Warehouse Worker | 38-14 |

In response to Ms. Meyer, Ms. Roque stated that the hiring authority interviewed the sole candidate for Lead Contract and Procurement Analyst and offered employment

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF TITLE CHANGE AND CLASSIFICATION MODIFICATION: DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS TO BECOME DIRECTOR OF MAINTENANCE AND OPERATIONS.

In response to Ms. Meyer's inquiry, it was affirmed that there is no requirement for a 1st & 2nd reading regarding classification modification.

It was recommended that the title and classification of Director of Facilities, Maintenance and Operations become Director of Maintenance and Operations with noted amendments to the job description.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. APPROVAL OF CLASSIFICATION MODIFICATIONS: SENIOR DATA NETWORK TECHNICIANS, SYSTEMS ENGINEER, AND SENIOR SYSTEMS ENGINEER.

It was recommended that action on this item be tabled the next meeting or a special meeting if needed, to address all concerns.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. ANNUAL REPORT

Ms. Roque reviewed the annual report bringing attention to the increase applications and the number of written examinations. She also pointed out two new components on the report, "Applicant Ethnicity" and "Applicant Gender". Ms. Roque thanked the Personnel Commission Staff for their work.

Ms. Meyer noted the increase in applications and applauded the Personnel Commission Staff for all their hard work.

12. PERSONNEL DIRECTOR

Ms. Roque noted that Super Star Awards will be presented at the January 28, 2014 Board Meeting, and invited the commissioners to participate.

13. NEXT MEETING DATES: January 16, 2014.

14. ADJOURNMENT: 4:44 p.m.