NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

September 21, 2023 – 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.

2. ROLL CALL:

Commission roll call was taken, and the following were present:

Susan G. Meyer, Chairperson
Charlene J. Metoyer, Vice-Chair
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant-Confidential
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 21, 2023.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Charlene Metoyer	Yes
Susan Meyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of August 24, 2023, be adopted as submitted.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Charlene Metoyer	Yes
Susan Meyer	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted or presentations made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Supervisor, Budget	26-24
b.	Associate Human Resources Analyst	27-24
c.	Lead Grounds Maintenance Worker	28-24
d.	Grounds Equipment Operator	29-24
e.	School Community Facilitator	30-24
f.	Bus Monitor	31-24
g.	Warehouse Worker/Delivery Driver	32-24

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Charlene Metoyer	Yes
Susan Meyer	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s) be certified:

a.	Student Supervision Assistant	25-24
b.	Coordinator, Facilities Planning	26-24
c.	Instructional Assistant-Extended Day Program	27-24
d.	Nutrition Services Assistant I Cover	28-24
e.	Nutrition Service Assistant I	29-24
f.	Instructional Assistant-Special Education	30-24
g.	Instructional Assistant	31-24
h.	Executive Assistant-Confidential	32-24
i.	School Registrar II – High School	33-24
j.	Instructional Assistant-Behavior Intervention	34-24
k.	Administrative Assistant II	35-24
l.	Instructional Assistant-Early Learning	36-24
m.	Health Assistant	37-24
n.	Student Supervision Assistant	38-24
o.	Maintenance Glazier	39-34
p.	Job Transition Coach	40-34

q.	Instructional Assistant	41-24
r.	Instructional Assistant-Special Education	42-24
s.	Instructional Assistant-Behavior Intervention	43-24

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Informed the Commissioners that since the last meeting there have been 53 offers of employment, which includes 14 replacement and 39 new positions. Human Resources Technicians Elizabeth Peterson and Valeria Martinez-Soria also processed over 200 increased hours authorizations to employ. Ms. Clark also shared that there are several employees who have requested to give back their increased hours. For those who were able revert to their original hours, she reminded them of the Memorandum of Understanding between the District and CSEA Chapter 18 which states in part that employees who do not wish to accept the increase in hours at this time will have one year to remain in their position at the current hours, but at the start of the 2024-2025 school year, the requirement of the position will increase to include the additional hour(s).

  Commissioner Susan Meyer wondered how this would impact schools who were expecting these employees to be covering the additional hours. Ms. Clark explained there is staffing support for schools through Strategic Kids. Strategic Kids may also assist when there are staffing shortages in Nutrition Services positions. Maxim Staffing Solutions is also a service provider that can be utilized in the special education area.

- Assembly Bill 1699 has passed through the California Senate with changes that were reconciled with California Assembly and is now being presented to the Governor for review. The Governor has until October 14, 2023, to sign or veto the legislation. Some of the language has been positively changed, but it still is not a benefit to districts that have merit systems. Some of the major issues of concern surround seniority points for current employees, how part-time employees are determined, time requirements for posting positions and managing transfers and reinstatements not associated with layoffs.

- Eleanor Rebard asked if there was a provision requiring the District to provide a specific amount of training. Ms. Clark shared the provision requiring 10 hours of training was removed. Discussion continued regarding AB 1699. Commissioner Charlene Metoyer thanked Director Clark for her positive attitude toward the ramifications surrounding the possible adoption of AB 1699. If AB 1699 passes, it will go into effect January 1, 2024.

9. NEXT MEETING DATE: Thursday, October 19, 2023, at 4:00 p.m., Board Room.

10. ADJOURNMENT: 4:37 p.m.