NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

July 18, 2024 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene J. Metoyer, 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:

Charlene J. Metoyer, Chairperson
Tristan L. Aley, Vice-Chairperson
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

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

Visitors present:

Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for July 18, 2024.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of June 13, 2024.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
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.	Lead Warehouse Worker/Delivery Driver	86-24
b.	Human Resources Technician	87-24
c.	Coordinator III Purchasing and Contracts	88-24
d.	Manager, Custodial Services	89-24
e.	Lead Technology Support Technician	90-24
f.	Student Supervision Assistant	1-25
g.	Instructional Assistant-Special Education	2-25
h.	Instructional Assistant-Behavior Intervention	3-25
i.	Instructional Assistant-Extended Day Program	4-25
j.	Instructional Assistant	5-25
k.	Instructional Assistant-Early Learning	6-25
l.	Nutrition Services Assistant I	7-25
m.	Nutrition Services Assistant I Cover	8-25
n.	Bus Driver Trainee	9-25
o.	Bus Driver	10-25
p.	Instructional Assistant-Bilingual	11-25
q.	School Community Facilitator	12-25
r.	Office Assistant II	13-25
s.	Preschool Teacher	14-25
t.	School Office Assistant	15-25
u.	Health Assistant	16-25

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Instructional Assistant-Early Learning	204-24
b.	Executive Assistant-Confidential	205-24
c.	Instructional Assistant-Behavior Intervention Cover	206-24
d.	District Translator	1-25
e.	Bus Monitor	2-25

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: WAREHOUSE WORKER II

Based on the needs of the District, it was recommended that modifications to the classification Warehouse Worker II be approved. These modifications have no additional pay allocation.

After the motion to approve and second, Ms. Kristen Clark explained the reasoning for the modification of the Warehouse Worker II position to Warehouse Worker II/Delivery Driver.

Commissioner Susan Meyer asked if this position required a food service certificate, to which Ms. Clark explained that this position merely transports the food in containers already prepared by the food service staff, therefore no food service certification is necessary. Ms. Clark briefly explained the roles of the various warehouse staff in relationship to the Warehouse Worker II position.

In response to a question from Commissioner Meyer, Ms. Clark verified that she had shared the draft classification modification with the current incumbent in the position Alejandro "Alex" Rico and he had no questions and agreed with the changes.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Ms. Clark shared information on staffing for the various summer programs. Classified Personnel posts and recruits for the Elementary, Special Education, Language Academy, Secondary programs and the Warehouse. Additionally, the office supports Nutrition Services, Preschool and Transportation with their recruitment process. For the 2023-2024 summer program, 348 classified employees were hired to fill various positions. The department also reviews and approves the associated personnel requisitions, which as of the July meeting date, was up to 469.
- Ms. Clark noted that since the last Personnel Commission meeting, 13 job offers have been made, of which 10 were accepted and 3 were declined.
- Nineteen Authorization to Employee forms have been signed, including 8 promotions, 10 new hires and 1 transfer.
- Our new Associate Human Resources Analyst, who was selected in April 2024, but has been working in another interim position within the HR department, is anticipated to start on August 5, 2024. Ms. Clark explained that even being short staffed since September 2023, the work still got done. During this period, there were 90 vacancy announcements and 206 eligibility lists produced, which includes all the necessary preparation of the recruitment, monitoring, screening, and moving applicants through the process to be able to certify a list of candidates to the hiring sites.

- Ms. Clark also noted that she believes that they are still understaffed in the analyst area in comparison to the certificated side, and she will continue to advocate for additional staff.
- Ms. Clark described a new online system that is currently being tested which will monitor the efficiency of the certification process.

10. COMMISSIONERS' REMARKS:

11. Commissioner Meyer asked about reviewing the Personnel Commission Rules. Ms. Clark responded by asking if the Commissioners had an opportunity to review the email, she had sent them with a brief history of previous rule changes/updates, as well as the process utilized. She proposed that if there were changes that needed to be made, the focus should be on the items that conflict with changes in law, Board policies and/or the collective bargaining agreement. Ms. Clark also requested that the Commission follow the process utilized previously. It was agreed that the prior practice would be utilized for review of the rules.

12. NEXT MEETING DATE: Thursday, August 15, 2024, at 4:00 p.m., Board Room

13. ADJOURNMENT: 4:34 p.m.