

PERSONNEL COMMISSION MEETING MINUTES

January 25, 2017

5:10 p.m.

El Dorado County Office of Education, Room B-1

Commissioners Present: Ree Ann Wyly, Chair and Mary Turcotte, Vice-Chair

Commissioners Absent: Norm Menzie, Member

Present: Coleen Johnson, Executive Director, Personnel Services
LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: None

1. CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Chair, Ms. Wyly.

2. FLAG SALUTE

3. APPROVAL OF AGENDA

Ms. Turcotte moved, seconded by Ms. Wyly, to approve the agenda for the January 25, 2017 meeting.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

4. APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 7, 2016.

Ms. Turcotte moved, seconded by Ms. Wyly, to approve the minutes of the December 7, 2016 meeting as presented.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

5. **INTRODUCTION OF GUESTS**

None.

6. **VISITOR COMMENTS AND QUESTIONS** – Persons may comment at this time on items not listed on the agenda. Each person is limited to three minutes. The Commissioners may hear such comments, but may not act upon any item which is not on the agenda. (Govt. Code §54954.3)

None.

7. **COMMISSIONER REPORTS, COMMENTS, AND QUESTIONS (ITEMS NOT ON THE AGENDA)**

Ms. Turcotte informed the Commission that she would not be available to attend the February 22, 2017 meeting.

8. **UNFINISHED BUSINESS, CORRESPONDENCE, AND LEGISLATION**

None

ACTION ITEMS

9. **MERIT SYSTEM 6.30.2C REVISION: ELIGIBILITY FOR LIMITED-TERM EMPLOYMENT - SECOND READING**

Explanation: A second reading of a revision to Merit System Rules and Regulations 6.30.2C was presented by the Executive Director of Personnel Services.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the proposed revisions to Merit System Rules and Regulation 6.30.2C as presented.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

10. **MERIT SYSTEM 8.60A REVISION: BENEFITS FOR PART TIME EMPLOYEES – SECOND READING**

Explanation: A second reading of a revision to Merit System Rules and Regulations 8.60A was presented by the Executive Director of Personnel Services.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the proposed revisions to Merit System Rules and Regulation 8.60A as presented.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

11. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES; and CLASSROOM ASSISTANT I, CDP, WESTERN SLOPE**

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty eight (48) names; Instructional Assistant-Autism-Special Services, consisting of six (6) names; and Classroom Assistant I, CDP, Western Slope, consisting of twenty six (26) names.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the Continuous Eligibility Lists, as presented, with the expiration dates as noted for each candidate.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

12. **ELIGIBILITY LIST: BENEFITS TECHNICIAN**

Explanation: An Eligibility List has been developed for Benefits Technician consisting of four (4) names.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the Eligibility List for Benefits Technician, as presented, with an expiration date of July 10, 2017.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

13. **CONSOLIDATED ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

Explanation: A Consolidated Eligibility List has been developed for Classified Program Assistant consisting of three (3) names.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the Consolidated Eligibility List for Classified Program Assistant, as presented, with the expiration date as noted for each candidate.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent

14. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

14.1 Personnel Assignments – January 1-31, 2017 were presented and reviewed.

14.2 Other Reports

- Leisa Johnson, currently a Personnel Technician II, will be replacing Sharon Cooper as Benefits Technician effective February 6, 2017.
- The New Employee Welcome Dinner is scheduled for February 6, 2017.
- Brandman and EDCOE will be holding a Job Fair on March 11, 2017.
- LuAnn Lantsberger, Personnel Coordinator, will be attending job fairs in the coming months at Sacramento State, Folsom Lake College, Consumnes River College and Chico State.
- In March, EDCOE is holding a Substance Abuse Awareness Training for Supervisors/Managers through Managed Health Network and The Interactive Process Training through Schools Insurance Authority.
- Personnel Services and Educational Services are hosting a Valentine's Day event on February 15, 2017 (flier distributed).
- An open house for Sharon Cooper's retirement is being held on February 3, 2017 (flier distributed).
- EDCOE is holding a Fit February Workweek Challenge to encourage employees to participate in healthy wellness activities during the month of February.
- EDCOE is hosting five retirement workshops in February and March (flier distributed).
- Winter bus bidding was held on January 25, 2017. Transportation is now using a new software program for organizing the bus routes.
- Administrative Services is holding a Budget Forum on January 31, 2017.
- A second reading of the Veterans' Credit Merit regulation will be brought forward at the February meeting.

15. NEXT REGULAR MEETING – FEBRUARY 22, 2017 at 5:10 p.m. at EDCOE, Room B-1.

16. ADJOURNMENT: The meeting adjourned at 5:30 p.m. on a motion by Ms. Turcotte, seconded by Ms. Wyly.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Absent