

PERSONNEL COMMISSION MEETING MINUTES

March 22, 2017

5:10 p.m.

El Dorado County Office of Education, Room B-1

Commissioners Present: Ree Ann Wyly, Chair, Mary Turcotte, Vice-Chairperson, and Norm Menzie, Member

Commissioners Absent: None

Present: Coleen Johnson, Executive Director, Personnel Services
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. Menzie moved, seconded by Ms. Turcotte, to approve the agenda for the March 22, 2017 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING ON JANUARY 25, 2017

Ms. Turcotte moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on January 25, 2017 as presented.

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

5. **APPROVAL OF MINUTES OF REGULAR MEETING ON FEBRUARY 22, 2017**

Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on February 22, 2017 as presented.

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

6. **INTRODUCTION OF GUESTS**

None.

7. **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.

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

None.

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

None.

ACTION ITEMS

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

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty four (44) names; Instructional Assistant-Autism-Special Services, consisting of nine (9) names; and Classroom Assistant I, CDP, Western Slope, consisting of twenty nine (29) names, and Classroom Assistant I, CDP, South Lake Tahoe, consisting of two (2) names.

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

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

11. **ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

Explanation: An Eligibility List has been developed for Classified Program Assistant consisting of six (6) names.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Classified Program Assistant, as presented, with an expiration date of September 10, 2017.

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

12. **ELIGIBILITY LIST: COOK – CHILD DEVELOPMENT PROGRAM**

Explanation: An Eligibility List has been developed for Cook-Child Development Program consisting of two (2) names.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Cook-Child Development Program, as presented, with an expiration date of August 21, 2017.

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

13. **ELIGIBILITY LIST: PERSONNEL TECHNICIAN II**

Explanation: An Eligibility List has been developed for Personnel Technician II consisting of thirteen (13) names.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Personnel Technician II, as presented, with an expiration date of August 16, 2017.

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

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

14.1 Personnel Assignments – February 1-28, 2017 were presented and reviewed.

14.2 Other Reports

- The Executive Director presented the New Employee Orientation Video to the Commission. Districts can utilize this video as well, with modifications to suit their needs.
- Classified layoff notices have been issued to two Classroom I positions in the Child Development Program, a .5 Systems Technician II position and a full time Help Desk Technician II position.
- Certificated layoff notices have been issued to two Child Development teachers in the Teen Parent Program.
- Charter Trade School is merging with the Charter Community School Campus here at EDCOE to support the students in more elective offerings with Folsom Lake College.
- The Retirement Workshops have been very well attended so far, with two more workshops being held in March.
- SIA is providing an Interactive Process training to EDCOE Supervisors on March 20, 2017.
- Personnel Services will be participating in a mini retreat on March 23, 2017.
- Laura Land has been hired as our new Personnel Technician II, replacing Leisa Johnson. She started with Personnel Services on March 13, 2017.
- The Fit February Wellness Event was a big success. Seventy-eight employees participated, with 46 raffle prizes given away. A new event is being planned for August/September. In addition, EDCOE will be applying for a CVT wellness grant of up to \$500.
- SELPA's Baseball Bash event is scheduled for March 28, 2017.
- The annual Charter v. EDCOE softball game/BBQ is scheduled for May 11, 2017.
- The annual Employee Recognition Event is scheduled for May 2, 2017. Ms. Wylly agreed to represent the Commission at the event.

15. **NEXT REGULAR MEETING** – APRIL 19, 2017 at 5:10 p.m. at EDCOE, Room B-1.

16. **ADJOURNMENT:** The meeting adjourned at 5:40 p.m. on a motion by Mr. Menzie, seconded by Ms. Turcotte.

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye