

PERSONNEL COMMISSION MEETING MINUTES

May 24, 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 May 24, 2017 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 19, 2017

Ms. Turcotte moved, seconded by Mr. Menzie, to approve the minutes of the regular meeting held on April 19, 2017 as presented.

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

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)**

None.

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

None.

ACTION ITEMS

9. **ACCELERATED HIRING NOTIFICATION – MEDIA PRODUCTION SPECIALIST**

Explanation: Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases where there is difficulty in recruiting for a specific position or where it is necessary to secure the appointment of an individual with exceptional qualifications. The Office has encountered this situation in the filing of the position of Media Production Specialist in the Communications Department. The Superintendent has approved the initial placement at Step 3. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

ACTION ITEMS

10. **PERSONNEL COMMISSION BUDGET 2017-18**

Explanation: Merit System Rules and Regulations 2.40.2 requires the Executive Director to prepare a budget that will be considered at a public meeting not later than May 30th to coincide with the process of adoption of the County Superintendent of Schools budget. The budget adopted by the Commission shall be presented to the County Board of Education at its next meeting for their approval.

Action: Ms. Turcotte moved, seconded by Mr. Menzie, to adopt the proposed 2017-18 budget and that it be presented to the County Board of Education at its next meeting for their approval.

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

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 one (41) names, Instructional Assistant-Autism-Special Services, consisting of twelve (12) names, and Classroom Assistant I, CDP, Western Slope, consisting of twenty eight (28) 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 Wyly: Aye
Vice-Chairperson Turcotte: Aye
Commissioner Menzie: Aye

12. **ELIGIBILITY LIST: MEDIA PRODUCTION SPECIALIST**

Explanation: An Eligibility List has been developed for Media Production Specialist consisting of six (6) names.

Action: Ms. Turcotte moved, seconded by Mr. Menzie, to approve the Eligibility List for Media Production Specialist, as presented, with an expiration date of October 21, 2017.

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

13. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

Explanation: An Eligibility List has been developed for Program Technician consisting of five (5) names.

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

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

14. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of one (1) name.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Secretary II, as presented, with an expiration date of October 24, 2017.

Chairperson Wylie: Aye
Vice-Chairperson Turcotte: Aye
Commissioner Menzie: Aye

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

15.1 Personnel Assignments – April 1-30, 2017 were presented and reviewed.

15.2 Other Reports

- The 2016-17 Classification/Compensation Study meeting was held on May 18, 2017. Ms. Johnson will be taking the recommendations made at that meeting to Cabinet for consideration.
- This year's EDCOE Rodeo Annual Picnic is being held on August 17, 2017. A Wellness Walking Campaign "The EDCOE Trail" will be rolled out at the event. EDCOE will be applying for a wellness grant through CVT to help fund the campaign.
- MCSIG and CVT presented benefit meetings for the Charter staff.
- Personnel Services was presented with the Excellence in Education Award this year at the Employee Recognition Event.
- Ms. Johnson will be attending several Child Development preschool open house events and Charter Program graduations in the coming weeks.

16. **NEXT REGULAR MEETING** – JUNE 21, 2017 at 11:30 a.m. at Cascada Restaurant in Placerville, CA.

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

Chairperson Wylie: Aye
Vice-Chairperson Turcotte: Aye
Commissioner Menzie: Aye