



EL DORADO COUNTY  
OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY

Dr. Ed Manansala, County Superintendent of Schools

## PERSONNEL COMMISSION MEETING MINUTES

June 21, 2017

11:30 A.M.

El Dorado County Office of Education, Room B-3

Commissioners Present: Mary Turcotte, Vice-Chairperson, and Norm Menzie, Member

Commissioners Absent: Ree Ann Wyly, Chair

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

Guests: Robbie Montalbano, Deputy Superintendent  
Kevin Monsma, Associate Superintendent  
Andrea Miller, Payroll Technician, External Business Services  
Hope Culp, Payroll Technician, External Business Services  
Carla Brown, Payroll Technician, Internal Business Services  
Leslie Myrick, Payroll Technician, Internal Business Services  
Kimberly Brandt, Payroll Technician, Internal Business Services

### 1. CALL TO ORDER

The meeting was called to order at 11:30 a.m. by Vice Chairperson, Mary Turcotte.

### 2. FLAG SALUTE

### 3. APPROVAL OF AGENDA

Ms. Menzie moved, seconded by Ms. Turcotte, to approve the agenda for the June 21, 2017 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 24, 2017**

Mr. Menzie moved, seconded by Ms. Turcotte, to approve the minutes of the regular meeting held on May 24, 2017 as presented.

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

5. **INTRODUCTION OF GUESTS**

The guests, noted above, each introduced themselves to the Personnel Commissioners, with name and job title.

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. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS**

**Explanation:** The 2017-18 Classification Compensation Study results and recommendations for Professional/Technical Services (Schedule D and Schedule E) positions have been reviewed by Cabinet and the Classification/Compensation Committee. The Executive Director of Personnel Services presented the recommendations of the Committee to the Commission for approval.

**Action:** The Executive Director reviewed the Classification/Compensation Study results and recommendations for both Salary Schedule D and Salary Schedule E Professional/Technical Services positions.

With regard to both studies, Ms. Johnson requested that the language in the Classification/Compensation Study documents indicating that “A draft of the proposed class specification is attached for review and approval” be struck from the study, as the class

specifications were not provided at the meeting. Any revisions to the class specifications for Salary Schedule D positions must be negotiated prior to Personnel Commission approval. Any revisions to the class specifications for Salary Schedule E positions will be brought forward for approval at the August meeting.

Guests from the Business Services Department requested that approval of the study for Salary Schedule D be put on hold after voicing a number of concerns about the process. After much discussion, the Commission took action to postpone approval of the Schedule D study, allowing the Executive Director of Personnel Services time to investigate the complaints. Mr. Menzie moved, seconded by Ms. Turcotte, to postpone approval of the Classification/Compensation Study for Salary Schedule D until a later date.

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

With regard to the Salary Schedule E positions, Mr. Menzie moved, seconded by Ms. Turcotte, to approve the recommendations brought forward through the 2016-17 Classification/Compensation Study.

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

#### 10. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES**

**Explanation:** A Continuous Eligibility List has been developed for Instructional Assistant-Special Services, consisting of forty two (42) names.

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

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

#### 11. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

11.1 Personnel Assignments – May 1-31, 2017 were presented and reviewed.

11.2 Other Reports

- The Special Services Extended School Year Session is under way.
- EDCOE's annual Rodeo and Chili Cook-Off event is scheduled for Thursday, August 17, 2017.
- CVT rates increased from between 1.8%-4.0% for the time period October 1, 2017 through September 30, 2018. There was a small decrease in dental and vision rates.

- Some departments have offered a summer flex work schedule to their staff for the months of June and July.
- Personnel Services staff are busy with the 2017-18 recruitments.
- Ms. Johnson notified the Commission that, in the future, the annual Personnel Commission Meeting/Luncheon will be held at EDCOE.

12. **NEXT REGULAR MEETING** – AUGUST 23, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1. A Personnel Commission meeting will not be held in July 2017.

13. **ADJOURNMENT:** The meeting adjourned at 12:15 p.m. on a motion by Mr. Menzie, seconded by Ms. Turcotte.

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