



EL DORADO COUNTY
OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY

Dr. Ed Manansala, County Superintendent of Schools

PERSONNEL COMMISSION MEETING MINUTES

August 23, 2017

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Ree Ann Wyly, Chair, Mary Richardson, Vice-Chairperson, and Norm Menzie, Commissioner

Commissioners Absent: None

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

Guests: Robbie Montalbano, Deputy Superintendent
Hope Culp, Account Technician, Business Services

1. CALL TO ORDER

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

2. FLAG SALUTE

3. MEMBERS PRESENT FOR CLOSED SESSION

Chairperson, Ms. Wyly, reported that Vice Chairperson, Mary Richardson and Commissioner Norm Menzie were present for Closed Session. Also present was Executive Director of Personnel Services, Coleen Johnson; Deputy Superintendent, Robbie Montalbano; and, Personnel Services Coordinator, LuAnn Lantsberger.

4. CLOSED SESSION

The meeting convened to Closed Session at 5:10 p.m. regarding Public Employee Complaint and/or Allegations. (Government Code §54954.2)

5. **CLOSED SESSION ACTION**

The Commission reconvened to open session at 5:25 p.m. Ms. Wyly, Chairperson, reported on closed session action.

6. **CLOSED SESSION REPORTED**

Ms. Wyly, Chairperson, reported that no action was taken in Closed Session.

7. **APPROVAL OF AGENDA FOR AUGUST 23, 2017 MEETING**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the agenda for the August 23, 2017 meeting.

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

8. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON JUNE 21, 2017**

Ms. Richardson moved, seconded by Mr. Menzie, to approve the minutes of the regular meeting held on June 21, 2017 as presented.

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

9. **INTRODUCTION OF GUESTS**

None.

10. **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.

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

None.

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

None.

INFORMATION ITEMS

13. **Explanation:** In accordance with Merit System Regulation 2.10.3 (Ed. Code 45247), the term of each Commissioner is for three years and expires at noon, December 1. The term of one Commissioner expires each year. The CSEA appointment of Ree Ann Wyly, Personnel Commissioner, will expire on December 1, 2017. The Executive Director of Personnel Services shall notify the County Board of the name and address of the Commissioner whose term will expire and whether or not he/she will accept reappointment.

Ms. Wyly accepted appointment for the term December 1, 2017 through December 1, 2020 and the Board will be notified.

ACTION ITEMS

14. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR ACCOUNTANT

Explanation: Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on June 21, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Accountant, with changes to the job purpose statement, essential job functions, and skills, knowledge and abilities. The revised job specification was provided to the Commissioners.

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the proposed revisions to the job specification of Accountant as presented.

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

15. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BUSINESS SERVICES ASSISTANT II

Explanation: Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on June 21, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Business Services Assistant II, with changes to the job title (Manager, Business Services), job purpose statement, essential job functions, experience, and skills, knowledge and/or abilities. The revised job specification was provided to the Commissioners.

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the proposed revisions to the job specification of Business Services Assistant II (title change to Manager, Business Services), as presented.

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

16. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES; CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE); and CLASSROOM ASSISTANT II-CDP (WESTERN SLOPE).**

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty nine (49) names; Instructional Assistant-Autism-Special Services, consisting of seven (7) names; Classroom Assistant I-CDP (Western Slope), consisting of sixteen (16) names; and, Classroom Assistant II-CDP (Western Slope), consisting of one (1) name.

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

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

17. **ELIGIBILITY LIST: SECRETARY I-BILINGUAL (SOUTH LAKE TAHOE)**

Explanation: An Eligibility List has been developed for Secretary I-Bilingual (South Lake Tahoe) consisting of three (3) names.

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Secretary I-Bilingual (South Lake Tahoe), as presented, with an expiration date of January 21, 2018.

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

18. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of fourteen (14) names.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Secretary II, as presented, with an expiration date of December 26, 2017.

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

19. **ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST-BILINGUAL (SOUTH LAKE TAHOE)**

Explanation: An Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of one (1) name.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of October 26, 2017.

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

20. **ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES (BSA II)**

Explanation: An Eligibility List has been developed for Manager, Business Services (BSA II) consisting of five (5) names.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Manager, Business Services (BSA II) as presented, with an expiration date of February 11, 2018.

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

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

21.1 Personnel Assignments – June 1-30, 2017 and July 1-31, 2017 were presented and reviewed.

21.2 Other Reports

- The Annual Family BBQ and Rodeo event held on August 17, 2017 was well attended.
- The EDCOE Trail Walking Campaign was rolled out at the BBQ event and will run through September 29, 2017.
- EDCOE applied for and was awarded \$450 through a wellness grant with CVT (California's Valued Trust). The funds will be utilized to help pay for prizes, printing costs, etc. for this year's Walking Campaign.
- LuAnn Lantsberger attended a Tri County Job Fair in El Dorado Hills on August 17, 2017.
- CVT's open enrollment period will run from August 14, 2017 through September 22, 2017. A power point has been prepared outlining all aspects of both CVT and MCSIG's benefit plans and will be presented to various EDCOE programs as well as posted on EDCOE's Intranet.

22. **NEXT REGULAR MEETING** – SEPTEMBER 27, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.
23. **ADJOURNMENT:** The meeting adjourned at 5:40 p.m. with a motion by Ms. Richardson, seconded by Mr. Menzie.

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