

## PERSONNEL COMMISSION MEETING MINUTES

September 27, 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  
Beth Reynolds, CSEA President  
Hope Culp, Payroll Technician, Business Services  
Andrea Miller, Payroll Technician, Business Services  
Carla Brown, Payroll Technician  
Kimberly Brandt, Payroll Technician

### 1. CALL TO ORDER

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

### 2. FLAG SALUTE

### 3. APPROVAL OF AGENDA FOR SEPTEMBER 27, 2017 MEETING

Mr. Menzie moved, seconded by Ms. Richardson, to approve the agenda for the September 27, 2017 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON AUGUST 23, 2017**

Ms. Richardson moved, seconded by Mr. Menzie, to approve the minutes of the regular meeting held on August 23, 2017 as presented.

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

5. **INTRODUCTION OF GUESTS**

The guests above who attended the meeting introduced themselves to the Personnel Commission members.

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. **PERSONNEL COMMISSION ANNUAL REPORT**

**Explanation:** Each year the Executive Director shall prepare an annual report of Commission activities for approval by the Commission as soon after each fiscal year as possible and no later than a meeting in November (Section 2.40.3). The report shall cover Commission activities for the preceding fiscal year. Coleen Johnson, Executive Director, presented this annual report to the Commission for review and approval. Upon approval, the annual report shall be submitted to the Superintendent.

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the 2016-17 Annual Report as presented.

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

10. **CHANGE IN REGULAR MEETING DATE**

**Explanation:** Merit System Rules and Regulations Section 2.20.1 states that the Commission shall meet on the Fourth Wednesday of each month. A conflict has arisen with regard to the meeting currently scheduled for December 6, 2017. The Executive Director requested a change in meeting date for the November/December 2017 meeting, with a suggested meeting date of Wednesday, December 13, 2017.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to reschedule the December 6, 2017 meeting to December 13, 2017 as requested.

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

11. **2016-17 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS**

**Explanation:** The 2016-17 Classification Compensation Study results and recommendations for Professional/Technical Services (Schedule D) 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:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the recommendations for Professional/Technical Services positions (Salary Schedule D), as presented, for the 2016-17 Classification Compensation Study.

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

12. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-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 four (44) names; Classroom Assistant I-CDP (Western Slope), consisting of thirteen (13) names; and, Classroom Assistant II-CDP (Western Slope), consisting of two (2) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, 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

13. **ELIGIBILITY LIST: COOK**

**Explanation:** An Eligibility List has been developed for Cook consisting of six (6) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Cook, as presented, with an expiration date of March 14, 2018.

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

14. **ELIGIBILITY LIST: CUSTODIAN**

**Explanation:** An Eligibility List has been developed for Custodian consisting of three (3) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Custodian, as presented, with an expiration date of March 11, 2018.

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

15. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT**

**Explanation:** A Consolidated Eligibility List has been developed for Accountant consisting of five (5) names.

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the Consolidated Eligibility List for Accountant, as presented, with an expiration date of March 19, 2018.

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

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

16.1 Personnel Assignments – August 1-31, 2017 were presented and reviewed.

16.2 Other Reports

- Coleen Johnson and LuAnn Lantsberger are providing a Personnel 101/201 training to EDCOE Administrators.
- Coleen shared a document which provided data on the number of personnel changes processed through Personnel Services, comparing the 2015/16 and 2016/17 fiscal years.

- The winter bus bids were held on September 18, 2017. The new routes will take effect on October 1, 2017.
- A new employee welcome dinner was held on September 19, 2017.
- Cabinet is scheduled for a meet and greet with EDCOE's Tahoe staff on October 2, 2017.
- EDCOE's Halloween Party is scheduled for October 31, 2017.
- Sexual Harassment Prevention Training is scheduled for November 3, 2017 for EDCOE and district supervisors.
- The first meeting of the 2017-18 Classification/Compensation Committee is scheduled for October 30, 2017. Ms. Wyly will sit on the committee as the Personnel Commission representative.
- Coleen distributed the CSPCA News bulletin and pointed out that she will be sharing information with CSEA and management regarding the CSPCA scholarship opportunity.

17. **NEXT REGULAR MEETING:** October 25, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

18. **ADJOURNMENT:** The meeting adjourned at 5:45 p.m. on a motion by Mr. Menzie, seconded by Ms. Richardson.

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