



EL DORADO COUNTY
OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY
Dr. Ed Manansala, County Superintendent of Schools

PERSONNEL COMMISSION MEETING MINUTES

October 25, 2017

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Mary Richardson, Vice-Chairperson, and Norm Menzie, Commissioner

Commissioners Absent: ReeAnn Wyly, Chairperson

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

Guests: Robbie Montalbano, Deputy Superintendent

CLOSED SESSION

1. **CALL TO ORDER**

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

2. **FLAG SALUTE**

3. **MEMBERS PRESENT FOR CLOSED SESSION**

Mary Richardson, Vice Chair, reported that she and Commissioner Norm Menzie were present for Closed Session. Also present was the Executive Director of Personnel Services, Coleen Johnson.

4. **CLOSED SESSION**

The meeting convened to Closed Session at 5:10 p.m. regarding the Executive Director's goals for 2016-17 and 2017-18. (Government Code §54954.2)

5. **RECONVENE TO OPEN SESSION**

The Commission reconvened to open session at 5:25 p.m.

OPEN SESSION

6. **REPORT OUT ON CLOSED SESSION**

Ms. Richardson, Vice-Chair, reported that no action was taken during closed session.

7. **APPROVAL OF AGENDA FOR OCTOBER 25, 2017 MEETING**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the agenda for the October 25, 2017 meeting.

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

8. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2017**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the minutes of the regular meeting held on September 27, 2017 as presented.

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

9. **INTRODUCTION OF GUESTS**

Robbie Montalbano, Deputy Superintendent, was a guest at the meeting.

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. **MERIT SYSTEM 6.70.3 REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 6.70.3 was presented by the Executive Director of Personnel Services. A second reading will be presented by the Executive Director at the next meeting.

14. **CLASSIFICATION COMPENSATION STUDY COMMITTEE**

Explanation: The first meeting of the 2017-18 Classification Compensation Study Committee will be held on October 30, 2017 at 2:00 p.m. in Room B-1. The Executive Director of Personnel Services reviewed the positions to be studied. Ms. Wyly, Chair, will be the Personnel Commission's representative on the committee this year.

ACTION ITEMS

15. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR ACCOUNTANT**

Explanation: The Personnel Commission approved revisions to the job specification for Accountant at its meeting on June 21, 2017. Additional revisions are being recommended by the Executive Director of Personnel Services. The Executive Director presented the proposed revisions to the Commissioners for review.

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

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

16. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR NETWORK/SYSTEMS ADMINISTRATOR**

Explanation: The Network/Systems Administrator position has not been filled since September 2015. For this reason, and in accordance with Merit System Rules and Regulations 3.20.8, revisions have been proposed to the job specification for the position of Network/Systems Administrator reflecting changes to the Job Purpose Statement, Essential Job Functions, and Qualifications. The Executive Director of Personnel Services presented the proposed revisions for review by the Commission.

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

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

17. **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 four (4) names; and Classroom Assistant I-CDP (Western Slope), consisting of twelve (12) names.

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

18. **ELIGIBILITY LIST: DRIVER, SPECIAL SERVICES**

Explanation: An Eligibility List has been developed for Driver, Special Services consisting of ten (10) names.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Driver, Special Services, as presented, with an expiration date of April 6, 2018.

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

19. **ELIGIBILITY LIST: FAMILY SERVICE SPECIALIST**

Explanation: An Eligibility List has been developed for Family Service Specialist consisting of three (3) names.

Action: Ms. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Family Service Specialist, as presented, with an expiration date of April 9, 2018.

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

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

20.1 Personnel Assignments – September 1-30, 2017 were presented and reviewed.

20.2 Other Reports

- Ms. Johnson reviewed personnel related new legislation with the Commission.
- Kameron Burns has been hired as the new Secretary II at the front desk.
- The annual Coat Drive is accepting donations through November 17, 2017.
- MCSIG's open enrollment period will be held from November 1-30, 2017.
- American Fidelity's open enrollment runs from November 27 – December 1, 2017.
- A flu shot clinic is being held on Monday, October 30, 2017 and is available to all CVT members.

21. **NEXT REGULAR MEETING:** December 13, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

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

Chairperson Wylie:	Absent
Vice-Chairperson Richardson:	Aye
Commissioner Menzie:	Aye