

## PERSONNEL COMMISSION MEETING MINUTES

January 24, 2018

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Mary Richardson, Chairperson and Ree Ann Wyly, Commissioner

Commissioners Absent: Norman Menzie, Vice-Chairperson

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

Guests: Kevin Monsma, Deputy Superintendent  
Susan Carney, Administrative Assistant  
Stephanie Gunderson, IT Staff Development Coordinator

1. **5:10 P.M. CALL TO ORDER**

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA FOR JANUARY 24, 2018 MEETING**

Ms. Wyly moved, seconded by Ms. Richardson, to approve the agenda for the January 24, 2018 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 13, 2017**

Ms. Wyly moved, seconded by Ms. Richardson, to approve the minutes of the regular meeting held on December 13, 2017.

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

5. **INTRODUCTION OF GUESTS**

The visiting guests, Kevin Monsma, Susan Carney, and Stephanie Gunderson introduced themselves to the 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)

EDCOE employee Susan Carney addressed the Personnel Commission regarding concerns about recent changes in job duties, location of her work space, granting of leave, and resignation under duress.

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

None

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

None

**ACTION ITEMS**

9. **CREATION OF NEW CLASS SPECIFICATION (FAMILY SERVICE ASSOCIATE-HEAD START)**

**Explanation:** The classification of Family Service Associate-Head Start is being established in the Child Development Program. The Executive Director of Personnel Services presented the Class Specification with recommended placement for the position on Salary Schedule D, Range 19.

**Action:** Ms. Wyly moved, seconded by Ms. Richardson, to approve the proposed new job specification for Family Service Associate-Head Start as presented.

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

10. **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 thirty eight (38) names; Instructional Assistant-Autism, Special Services, consisting of six (6) names; Classroom Assistant I-CDP (Western Slope), consisting of sixteen (16) names; and Classroom Assistant II-CDP (Western Slope), consisting of three (3) names.

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

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

11. **ELIGIBILITY LIST: HELP DESK TECHNICIAN II**

**Explanation:** An Eligibility List has been developed for Help Desk Technician II consisting of twelve (12) names.

**Action:** Ms. Wyly moved, seconded by Ms. Richardson, to approve the Eligibility List for Help Desk Technician II, as presented, with an expiration date of July 8, 2018.

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

12. **ELIGIBILITY LIST: INDIAN EDUCATION LIAISON**

**Explanation:** An Eligibility List has been developed for Indian Education Liaison consisting of four (4) names.

**Action:** Ms. Wyly moved, seconded by Ms. Richardson, to approve the Eligibility List for Indian Education Liaison, as presented, with an expiration date of June 21, 2018.

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

**INFORMATION ITEMS**

13. **MERIT SYSTEM SECTION 6.70.10 REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations Section 6.70.10 was presented by the Executive Director of Personnel Services. This section is being revised based on updates to Education Code Section 45191.5.

14. **MERIT SYSTEM SECTION 6.70.11 REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations Section 6.70.11 was presented by the Executive Director of Personnel Services. This section is being revised to correct a typographical error.

15. **MERIT SYSTEM SECTION 6.70.13 REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations Section 6.70.13 was presented by the Executive Director of Personnel Services. This section is being revised based on updates to Education Code Section 45196.5. Note: Subsequent sections in Section 6.70 will be renumbered accordingly.

16. **MERIT SYSTEM CHAPTER 9 REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations Chapter 9 was presented by the Executive Director of Personnel Services. Pursuant to Education Code 45261, Government Code 3543.2 and 3548.5, the collective bargaining agreement has been revised in terms of procedures for the settlement of grievances. Merit Regulations, therefore, will need to be updated to be in conformance with the collective bargaining agreement. Updated procedures specify the informal and formal process for the settlement of grievances.

17. **ACCELERATED HIRING NOTIFICATION – INDIAN EDUCATION LIAISON**

**Explanation:** The Superintendent has approved an accelerated placement for the position of Indian Education Liaison in Educational Services. Pursuant to Merit Regulation 8.20.1, if an accelerated placement is made for reasons other than when there is difficulty recruiting or to secure an appointment of an individual with exceptional qualifications, all current employees in the class shall be advanced to that rate. No current employees will be required to be advanced pursuant to this regulation. The Superintendent has approved the initial placement at Step 2. This item served as notification to the Commission as required by Merit System Regulation 8.20.1.

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

18.1 Personnel Assignments – December 1-31, 2017 were presented and reviewed.

18.2 Other Reports

- Coleen Johnson and LuAnn Lantsberger will be implementing a New Employee Orientation in February for classified, classified management, and certificated new hires. This orientation is geared specifically to new employees and provides information over and above the benefits orientation they receive.
- Dr. Manansala will be at the Personnel Commission's meeting in February to review some of the new roles the county office is undertaking.
- Gigi Marchini is the new Director of Curriculum, Instruction & Accountability.
- Review of the employee questionnaires has begun for the 2017-18 Classification/Compensation.
- LuAnn is rolling out a spring workplace wellness proposal. More information will be provided at the Commission's next meeting.

19. **NEXT REGULAR MEETING:** February 28, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

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

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