

PERSONNEL COMMISSION MEETING MINUTES

March 21, 2018

5:10 PM

El Dorado County Office of Education, Room B-1

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

Commissioners Absent: None

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

Guests: Kevin Monsma, Deputy Superintendent, Educational Services

- 1. 5:10 P.M. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. APPROVAL OF AGENDA FOR MARCH 21, 2018 MEETING**

Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the March 21, 2018 meeting

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

- 4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON FEBRUARY 28, 2018**

Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on February 28, 2018 as presented.

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

5. **INTRODUCTION OF GUESTS**

None.

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)**

Mr. Menzie asked for a copy of the current EDCOE organizational chart. A copy will be provided to him.

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

None.

INFORMATION ITEMS

9. **MERIT SYSTEM SECTION 6.30.3 A. REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations Section 6.30.3 A. was presented by the Executive Director of Personnel Services. This section is being revised based on Government Code Section 20636 which states that Temporary Upgrade Pay (T.U.P.) language may be reportable for “Classic” members if it meets the requirements for “compensation earnable”.

ACTION ITEMS

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

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Autism-Special Services, consisting of two (2) names and Classroom Assistant I-CDP (Western Slope), consisting of nineteen (19) names.

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

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

11. **COMBINED RANKED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT'S OFFICE**

Explanation: A Combined Ranked Eligibility List has been developed for Administrative Assistant to the Superintendent's Office, consisting of seven (7) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Combined Ranked Eligibility List for Administrative Assistant, as presented, with an expiration date of September 12, 2018.

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

12. **COMBINED ELIGIBILITY LIST: DRIVER-SPECIAL SERVICES**

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

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Combined Eligibility List for Driver-Special Services with an expiration date of September 14, 2018. It was requested that a correction be made to the date the list was updated from March 14, 2017 to March 14, 2018.

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

13. **ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-WESTERN SLOPE**

Explanation: An Eligibility List has been developed for Family Service Associate-Western Slope, consisting of four (4) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Family Service Associate-Western Slope, as presented, with an expiration date of September 6, 2018.

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

14. **UNRANKED ELIGIBILITY LIST: LVN/INSTRUCTIONAL ASSISTANT**

Explanation: An Unranked Eligibility List has been developed for LVN/Instructional Assistant, consisting of two (2) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Unranked Eligibility List for LVN/Instructional Assistant, as presented, with an expiration date of September 12, 2018.

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

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

15.1 Personnel Assignments – February 1-28, 2018 were presented and reviewed.

15.2 Other Reports:

- Ms. Johnson distributed fliers with information on the upcoming Berry Blast event hosted by Child Development and SELPA's Baseball Bash.
- Ms. Johnson gave a brief update on CCSESA's Legislative Committee meetings.
- Mary Viegas, the Executive Director of Child Development Programs, is retiring on June 30, 2018.
- Ms. Lantsberger gave an update on the Wellness Challenge, which ends on March 30, 2018.
- The Classification Compensation Committee meeting scheduled for April 13 has been moved to May 16, 2018 at 2:30 p.m.

16. **NEXT REGULAR MEETING:** April 25, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

17. **ADJOURNMENT:** The meeting adjourned at 5:25 p.m. on a motion by Mr. Menzie, seconded by Ms. Wyly.

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