

PERSONNEL COMMISSION MEETING MINUTES

February 28, 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: Dr. Ed Manansala, Superintendent
Robbie Montalbano, Deputy Superintendent
Mike Tucker, Legal Counsel

CLOSED SESSION

1. CALL TO ORDER

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

2. FLAG SALUTE

3. MEMBERS PRESENT FOR CLOSED SESSION

Mary Richardson, Chairperson, reported that all Commissioners were present for Closed Session. Also present was the Executive Director of Personnel Services, Coleen Johnson, and Legal Counsel, Mike Tucker.

4. CLOSED SESSION

The meeting convened to Closed Session at 5:10 p.m. regarding anticipated litigation. (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, Chairperson, reported that no action was taken during closed session.

7. APPROVAL OF AGENDA FOR FEBRUARY 28, 2018 MEETING

Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the February 28, 2018 meeting.

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

8. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON JANUARY 24, 2018

Ms. Wyly moved, seconded by Ms. Richardson, to approve the minutes of the regular meeting held on January 24, 2018 as presented.

Chairperson Richardson:	Aye
Vice-Chairperson Menzie:	Aye
Commissioner Wyly:	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. Dr. Ed Manansala, Superintendent, addressed some of the new roles being undertaken at the El Dorado County Office of Education with regard to differentiated assistance to local districts.

ACTION ITEMS

14. MERIT SYSTEM SECTION 6.70.10 REVISION: SECOND READING

Explanation: A second 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.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revision to Merit System Section 6.70.10, as presented.

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

15. MERIT SYSTEM SECTION 6.70.11 REVISION: SECOND READING

Explanation: A second 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.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revision to Merit System Section 6.70.11, as presented.

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

16. MERIT SYSTEM SECTION 6.70.13 REVISION: SECOND READING

Explanation: A second 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.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revision to Merit System Section 6.70.13, as presented.

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

17. MERIT SYSTEM CHAPTER 9 REVISION: SECOND READING

Explanation: A second 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.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to Merit System Chapter 9, as presented.

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

18. **REVISION TO THE 2016-17 SCHEDULE E CLASSIFICATION/COMPENSATION STUDY TO CORRECT BENCHING OF DATA ANALYST TO ACCOUNTANT**

Explanation: A review of the 2016-17 Classification/Compensation Study for Schedule E positions found that the Data Analyst position had been incorrectly benched to the Systems Administrator position.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the revision to the 2016-17 Classification/Compensation Study, Schedule E, as presented.

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

19. **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 twenty-four (24) names; Classroom Assistant I-CDP (Western Slope), consisting of fourteen (14) names; and Classroom Assistant II-CDP (Western Slope), consisting of four (4) 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

20. **ELIGIBILITY LIST: LVN/INSTRUCTIONAL ASSISTANT**

Explanation: An Eligibility List has been developed for LVN/Instructional Assistant consisting of one (1) name.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for LVN/Instructional Assistant, as presented, with an expiration date of August 5, 2018.

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

21. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of thirteen (13) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Secretary II, as presented, with an expiration date of July 29, 2018.

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

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

22.1 Personnel Assignments – January 1-31, 2018. The assignments were presented and reviewed.

22.2 Other Reports:

- The Team Member Recognition Event is being held on May 1, 2018. Ms. Richardson will represent the Personnel Commission at the event.
- Special Services is hosting their annual St. Patrick's Day Ice Cream Social on March 16, 2018 at 3:30 p.m.
- SELPA has scheduled their annual Opening Day of Baseball Season celebration on April 17, 2018.
- Coleen has been appointed to the CCSESA Legislative Committee as the PASSCo representative.

23. **NEXT REGULAR MEETING:** March 21, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

24. **ADJOURNMENT:** The meeting adjourned at 6:10 p.m. on a motion by Mr. Menzie, seconded by Ms. Wyly.

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

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