

## PERSONNEL COMMISSION MEETING MINUTES

December 13, 2017

5:10 PM

El Dorado County Office of Education, Room B-2

Commissioners Present: Ree Ann Wyly, Chairperson, 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

### CLOSED SESSION

#### 1. CALL TO ORDER

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

#### 2. FLAG SALUTE

#### 3. APPROVAL OF AGENDA FOR DECEMBER 13, 2017 MEETING

Mr. Menzie moved, seconded by Ms. Richardson, to approve the agenda for the December 13, 2017 meeting.

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

#### 4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2017

Ms. Richardson moved, seconded by Mr. Menzie, to approve the minutes of the regular meeting held on October 25, 2017 as presented.

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

5. **INTRODUCTION OF GUESTS**

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

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 reported that he will not be attending the January 24, 2018 meeting.

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

None.

**ACTION ITEMS**

9. **MERIT SYSTEM 6.70.3 REVISION: SECOND READING**

**Explanation:** A second reading of a revision to Merit System Rules and Regulations 6.70.3 was presented by the Executive Director of Personnel Services.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the revision to Merit System Rules and Regulations 6.70.3, as presented.

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

10. **ELECTION OF OFFICERS FOR 2018**

**Explanation:** In accordance with Merit System Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

**Action:** The Personnel Commission held an election. Ms. Richardson was elected to the Chair position, by a motion from Ms. Wyly, seconded by Mr. Menzie. Mr. Menzie was elected to the Vice-Chair position, by a motion from Ms. Wyly, seconded by Ms. Richardson.

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

11 **REGULAR MEETING CALENDAR FOR 2018**

**Explanation:** Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. Coleen Johnson, Executive Director of Personnel Services, presented a calendar for 2018.

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the meeting calendar for 2018 as presented.

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

12. **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 thirty seven (37) names; Instructional Assistant-Autism, Special Services, consisting of five (5) names; and Classroom Assistant I-CDP (Western Slope), consisting of thirteen (13) 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: Aye  
Vice-Chairperson Richardson: Aye  
Commissioner Menzie: Aye

13. **ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

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

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Account Technician, as presented, with an expiration date of May 1, 2018.

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

14. **UNRANKED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT'S OFFICE**

**Explanation:** An Unranked Eligibility List of internal candidates has been developed for Administrative Assistant to the Superintendent's Office consisting of three (3) names.

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Administrative Assistant to the Superintendent's Office (Unranked), as presented, with an expiration date of May 7, 2018.

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

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

**Explanation:** A Ranked Eligibility List of external candidates has been developed for Administrative Assistant to the Superintendent's Office consisting of three (3) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Administrative Assistant to the Superintendent's Office (Ranked), as presented, with an expiration date of May 7, 2018.

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

16. **ELIGIBILITY LIST: BUILDING AND GROUNDS MAINTENANCE WORKER**

**Explanation:** An Eligibility List has been developed for Building and Grounds Maintenance Worker consisting of five (5) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Building and Grounds Maintenance Worker, as presented, with an expiration date of May 14, 2018.

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

17. **ELIGIBILITY LIST: NETWORK/SYSTEMS ADMINISTRATOR**

**Explanation:** An Eligibility List has been developed for Network/Systems Administrator consisting of five (5) names.

**Action:** Mr. Menzie moved, seconded by Ms. Richardson, to approve the Eligibility List for Network/Systems Administrator, as presented, with an expiration date of April 26, 2018.

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

18. **ELIGIBILITY LIST: SECRETARY I**

**Explanation:** An Eligibility List has been developed for Secretary I consisting of twelve (12) names.

**Action:** Ms. Richardson moved, seconded by Mr. Menzie, to approve the Eligibility List for Secretary I, as presented, with an expiration date of May 21, 2018.

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

**INFORMATION ITEMS**

19. **ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT**

**Explanation:** Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases where there is difficulty in recruiting for a specific position or where it is necessary to secure the appointment of an individual with exceptional qualifications. The Office has encountered this situation in the filing of the position of Administrative Assistant in the Superintendent's Office. The Superintendent has approved the initial placement at Step 2. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

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

20.1 Personnel Assignments – October 1-31, 2017 and November 1-30, 2017 were presented and reviewed.

20.2 Other Reports

- A powerpoint presentation was shown by Ms. Johnson which provided an overview of the Personnel 101/201 EDCOE Administrator Orientation. The orientation is provided to new administrators within 30 days of hire. Currently many existing administrators are attending the orientation sessions.
- A settlement has been reached with CSEA.
- The California Collaborative on District Reform will be meeting at the El Dorado County Office of Education on December 14-15, 2017.

- A Legal Update presentation will be given by Mike Tucker of Girard, Edwards, Stevens & Tucker, at the ACSA Breakfast on January 17, 2018.
- Coleen Johnson and LuAnn Lantsberger are developing a new employee orientation presentation which is proposed to be given to new employees within 30 days of hire. Rollout is anticipated to be in January, 2018.

21. **NEXT REGULAR MEETING:** January 24, 2018 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 Wyly:	Aye
Vice-Chairperson Richardson:	Aye
Commissioner Menzie:	Aye