



EL DORADO COUNTY
OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY

Dr. Ed Manansala, County Superintendent of Schools

PERSONNEL COMMISSION MEETING MINUTES

April 25, 2018

5:10 PM

El Dorado County Office of Education, Room B-1

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

Commissioners Absent: Mary Richardson, Chairperson

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

Guests: Mary Viegas, Executive Director, Child Development Programs

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

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA FOR APRIL 25, 2018 MEETING**

Ms. Wyly moved, seconded by Mr. Menzie, to approve the agenda for the April 25, 2018 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON MARCH 21, 2018**

Ms. Wyly moved, seconded by Mr. Menzie, to approve the minutes of the regular meeting held on March 21, 2018 as presented.

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

5. **INTRODUCTION OF GUESTS**

Ms. Johnson introduced Mary Viegas, Executive Director of the Child Development Programs.

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)**

None.

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

None.

INFORMATION ITEMS

9. **ACCELERATED HIRING NOTIFICATION – LICENSED VOCATIONAL NURSE/INSTRUCTIONAL 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 filling of the position of Licensed Vocational Nurse/Instructional Assistant in Special Services. 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.

ACTION ITEMS

10. **MERIT SYSTEM SECTION 6.30.3 A. REVISION: SECOND READING**

Explanation: A second 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: Ms. Wyly moved, seconded by Mr. Menzie, to approve the second reading of the revisions to Merit System Rules and Regulations Section 6.30.3 A. as presented.

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

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

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of twenty two (22) names and Classroom Assistant I-CDP (Western Slope), consisting of twenty (20) names.

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

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

12. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

Explanation: A Consolidated Eligibility List has been developed for Account Technician, consisting of six (6) names.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the Consolidated Eligibility List for Account Technician, as presented, with an expiration date of October 18, 2018.

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

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

Explanation: A Consolidated Eligibility List has been developed for Family Service Associate-Western Slope, consisting of eight (8) names.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the Consolidated Eligibility List for Family Service Associate-Western Slope, as presented, with an expiration date of October 19, 2018.

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

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

14.1 Personnel Assignments – March 1-31, 2018 were presented and reviewed.

14.2 Other Reports:

- EDCOE is offering a 12 pay option (summer set aside) to classified and Charter classified staff beginning in 2018-19.

- The Catapult Emergency Communication System was recently tested on the EDCOE campus.
- EDCOE has entered into an agreement with Public School Works to provide and track mandated trainings for staff.
- A wellness grant of \$500 from CVT has been received and will be used to support the purchase of raffle prizes for the next wellness challenge, which will be rolled out at the EDCOE annual BBQ and Rodeo event on September 5, 2018.
- Ms. Johnson notified the Commission that a public hearing to present and review the 2018-19 Personnel Commission budget will be held at its meeting on May 23, 2018.
- Carrie Pearson has been promoted to the position of Coordinator to the County Superintendent effective May 1, 2018.
- The Team Member Recognition Event will be held on May 1, 2018.
- Quatro de Mayo is scheduled on May 4, 2018.
- Kid's Expo is being held on May 5, 2018 in Placerville.
- The next Classification/Compensation Committee Meeting will be held on May 16, 2018 at 2:30 p.m.
- The Personnel Commission's annual luncheon/meeting is scheduled for Wednesday, June 13, 2018 at 11:30 a.m. in Room B-1.

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

16. **ADJOURNMENT:** The meeting adjourned at 5:35 p.m. on a motion by Ms. Wyly, seconded by Mr. Menzie.

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