

PERSONNEL COMMISSION MEETING MINUTES

May 23, 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: Robbie Montalbano, Deputy Superintendent

5:10 P.M. CALL TO ORDER

1. FLAG SALUTE

2. APPROVAL OF AGENDA FOR MAY 23, 2018 MEETING

Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the May 23, 2018 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON APRIL 25, 2018

Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on April 25, 2018 as presented.

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| Chairperson Richardson: | Abstain |
| 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)**

None.

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

None.

ACTION ITEMS

9. **PRELIMINARY REVIEW OF THE 2018-19 PERSONNEL COMMISSION BUDGET**

Explanation: Merit System Rules and Regulations 2.40.2 requires the Executive Director to prepare a budget that will be considered at a public meeting not later than May 30th to coincide with the process of adoption of the County Superintendent of Schools budget. The budget adopted by the Commission shall be presented to the County Board of Education at its next meeting for their approval. The Executive Director presented the Personnel Commission Budget for 2018-19 and provided an overview of the proposed changes for next year.

10. **PUBLIC HEARING ON PERSONNEL COMMISSION 2018-19 BUDGET**

The Chairperson, Ms. Richardson, opened the public hearing at 5:12 p.m. and asked for public testimony or comment on the 2018-19 Personnel Commission budget. There being none, Ms. Richardson closed the public hearing at 5:13 p.m.

11. **APPROVAL OF THE 2018-19 PERSONNEL COMMISSION BUDGET**

Explanation: After review, discussion, and public hearing, the 2018-19 Personnel Commission budget was brought forward for approval.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the 2018-19 Personnel Commission budget as presented.

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| Chairperson Richardson: | Aye |
| Vice-Chairperson Menzie: | Aye |
| Commissioner Wyly: | 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 twenty one (21) names, Instructional Assistant-Autism-Special Services, consisting of three (3) names, and Classroom Assistant I-CDP (Western Slope), consisting of twenty two (22) 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.

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

13. **ELIGIBILITY LIST: PROGRAM ASSISTANT (CLASSIFIED)**

Explanation: An Eligibility List has been developed for Program Assistant (Classified), consisting of four (4) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Program Assistant (Classified), as presented, with an expiration date of November 7, 2018.

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

14. **REVISIONS TO THE 2016-17 SCHEDULE D CLASSIFICATION/COMPENSATION STUDY**

Ms. Johnson, Executive Director of Personnel Services, requested that this item be tabled to a future meeting.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the request of Ms. Johnson to table the 16-17 Schedule D Classification/Compensation Study to a future meeting.

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

15. **REVISIONS TO THE 2016-17 SCHEDULE E CLASSIFICATION/COMPENSATION STUDY**

Ms. Johnson, Executive Director of Personnel Services, requested that this item be tabled to a future meeting.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the request of Ms. Johnson to table the 16-17 Schedule E Classification/Compensation Study to a future meeting.

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

16. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS FOR SALARY SCHEDULES D, F, AND J**

Ms. Johnson, Executive Director of Personnel Services, requested this item be tabled for a future meeting.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the request of Ms. Johnson to table the 17-18 Schedule D, F, and J Classification/Compensation Study to a future meeting.

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

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

17.1 Personnel Assignments – April 1-30, 2018 were presented and reviewed.

17.2 Other Reports:

- The Commissioners were provided with a handout with information on the 2018 SPCA/NC Fall Conference on October 7-9, 2018 in Reno, Nevada.
- Jenny Pettit has been hired as the new Child Development Director.
- Personnel Services continues to move forward with Public School Works in implementing the new service for providing mandated employee trainings.

18. **NEXT REGULAR MEETING:** Annual Luncheon and Meeting, June 13, 2018 at 11:30 a.m. at the El Dorado County Office of Education, Room B-3.

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

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

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