

PERSONNEL COMMISSION MEETING MINUTES

June 13, 2018

11:30 A.M.

El Dorado County Office of Education, Room B3

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
Michael Tucker, EDCOE Legal Counsel
Beth Reynolds, CSEA President
Andrea Miller, Payroll Technician
Pamela Matthews, Account Technician

11:30 A.M. CALL TO ORDER

1. FLAG SALUTE

2. APPROVAL OF AGENDA FOR JUNE 13, 2018 MEETING

Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the June 13, 2018 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON MAY 23, 2018

Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on May 23, 2018 as presented.

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

5. **INTRODUCTION OF GUESTS**

Guests were introduced to the Commission.

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. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

Explanation: A Consolidated Eligibility List has been developed for Account Technician, consisting of four (4) names.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Consolidated Eligibility List for Account Technician, as presented, with an expiration date of November 30, 2018.

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

10. **UNRANKED PROMOTIONAL ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT**

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

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Unranked Promotional Eligibility List for Administrative Assistant, as presented, with an expiration date of November 18, 2018.

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

11. **PROMOTIONAL ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES**

Explanation: A Promotional Eligibility List has been developed for Instructional Assistant-Autism-Special Services, consisting of one (1) name.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to approve the Promotional Eligibility List for Instructional Assistant-Autism-Special Services, as presented, with an expiration date as noted for the candidate.

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

12. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS FOR SALARY SCHEDULES D, F, AND J**

Explanation: The 2017-18 Classification Compensation Study results and recommendations for Instructional Services (Schedules D, F, and J) positions have been reviewed by Cabinet and the Classification/Compensation Committee. The Executive Director of Personnel Services presented the recommendations of the Committee to the Commission for approval.

Action: Coleen Johnson reviewed the 2017-18 Classification/Compensation Study with the Commission. Ms. Johnson reviewed the Compensation survey data results and Ms. Lantsberger reviewed the Classification survey results.

Ms. Reynolds, CSEA President, voiced concern regarding the treatment of the compensation comparisons and longevity. There was discussion regarding the treatment of longevity in the calculation of salary comparisons and whether or not longevity “steps” as reported from the comparative agencies follow recent PERS regulations and how such longevity “steps” should be approached in terms of the study. Ms. Richardson stated that we will follow our normal process. Ms. Johnson noted that it is not within the scope of the study whether or not other agencies are incorporating longevity according to PERS regulations.

Mr. Menzie moved, seconded by Ms. Richardson, to accept the recommendations for the Instructional Services positions (Salary Schedules D, F, J) as presented, for the 2017-18 Classification/Compensation study.

Chairperson Richardson: Aye

Vice-Chairperson Menzie: Aye
Commissioner Wyly: Abstain

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

13.1 Personnel Assignments – May 1-31, 2018 were presented and reviewed.

13.2 Other Reports.

- Ms. Johnson notified the Commission that a request to move the September 26, 2018 meeting to September 19, 2018 will be brought forward at the August meeting.
- EDCOE attire is now available to employees for purchase. New employees receive an EDCOE shirt at time of hire.
- LuAnn Lantsberger is kicking off a Farmer's Market wellness activity on Tuesday, June 19, 2018 Transportation, SELPA, Rite of Passage Sierra Ridge, and the EDCOE campus. Recipes, samples, fruits/vegetables will be provided as a thank you from EDCOE's Safety & Wellness Committee and CVT's Wellbeing Program. Funding for this activity is made possible through a CVT wellness grant.

14. **NEXT REGULAR MEETING:** Wednesday, August 22, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

15. **ADJOURNMENT:** The meeting adjourned at 12:10 p.m. on a motion by Mr. Menzie, seconded by Ms. Wyly.

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