

PERSONNEL COMMISSION MEETING MINUTES

September 19, 2018

5:30 P.M.

El Dorado County Office of Education, Room B1

Commissioners Present: Mary Richardson, Chairperson; Norman Menzie, Vice-Chairperson

Commissioners Absent: Ree Ann Wyly, Commissioner

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

Guests: None

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

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA FOR SEPTEMBER 19, 2018 MEETING**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the agenda for the September 19, 2018 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON AUGUST 22, 2018**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the minutes of the regular meeting held on August 22, 2018 as presented.

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

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. **PERSONNEL COMMISSION ANNUAL REPORT**

Explanation: Each year the Executive Director shall prepare an annual report of Commission activities for approval by the Commission as soon after each fiscal year as possible and no later than a meeting in November (Section 2.40.3). The report shall cover Commission activities for the preceding fiscal year. Coleen Johnson, Executive Director, presented this annual report to the Commission for review and approval. Upon approval, the annual report shall be submitted to the Superintendent.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the 2017-18 Annual Report as presented.

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

10. **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 (20) names and Classroom Assistant I-CDP (Western Slope), consisting of twenty four (24) 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 Richardson: Aye

Vice-Chairperson Menzie: Aye
Commissioner Wyly: Absent

11. **CONSOLIDATED ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

Explanation: A Consolidated Eligibility List has been developed for Classified Program Assistant, consisting of eight (8) names.

Action: Mr. Menzie moved, seconded by Ms. Richardson, to approve the Consolidated Eligibility List for Classified Program Assistant, as presented, with the expiration dates as noted for each candidate.

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

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

12.1 Personnel Assignments – August 1-31, 2018 were presented and reviewed.

12.2 Other Reports.

- Ms. Johnson distributed a report outlining annual Personnel Services data, including number of applicants, recruitments, employees, substitutes for 2017/18.
- Jana Rapetti, currently a Secretary II with EDCOE, has been selected as the new Personnel Technician II.
- Jenny Pettit was hired as the new Child Development Director. Ms. Johnson will extend an invitation to her to meet the Commissioners at a future meeting.
- The Child Development Program is piloting a new teaching position. The teachers will work a full day blending State Preschool/Head Start programs.
- The fall Bus Bids were held on September 17, 2018. One position will be laid off due to reduced enrollment (reduced routes by one).
- The New Employee Welcome Dinner is scheduled for Tuesday, October 23, 2018.
- 2018-19 proposals have been exchanged between EDCOE and the CSEA bargaining unit.
- As a result of the 16-17 classification/compensation study, several revised and new job specifications will be brought forward to the Commission for approval at the next meeting.

13. **NEXT REGULAR MEETING:** Wednesday, October 24, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

14. **ADJOURNMENT:** The meeting adjourned at 5:30 p.m. on a motion by Mr. Menzie, seconded by Ms. Richardson.

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

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