



## PERSONNEL COMMISSION MEETING AGENDA

December 5, 2018

5:10 PM

El Dorado County Office of Education, Room B-1

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

Commissioners Absent: None

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

Guests: Andrea Miller, CSEA President  
Jana Rapetti, Personnel Technician II

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR DECEMBER 5, 2018 MEETING

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the December 5, 2018 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 24, 2018

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on October 24, 2018.

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

5. INTRODUCTION OF GUESTS

The Executive Director introduced the incoming Executive Director of Personnel Services, Wendy Frederickson. Also introduced was Jana Rapetti, the newly hired Personnel Technician II in Personnel Services, and Andrea Miller, the new CSEA President.

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 AGENDA)

The Commissioners introduced themselves and gave a brief history of their career in education and service on the Commission. Mr. Menzie added that he will not be attending the January 23, 2019 meeting and, possibly, the February 27, 2019 meeting.

8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

None.

9. INTRODUCTION OF WENDY FREDERICKSON, INCOMING EXECUTIVE DIRECTOR OF PERSONNEL SERVICES, AND JENNY PETTIT, NEW CHILD DEVELOPMENT DIRECTOR

Ms. Frederickson gave an overview of her educational career. Ms. Pettit was unable to attend the meeting and will plan to attend a future meeting.

**INFORMATION ITEMS**

10. **MERIT SYSTEM 3.10.2 REVISION: SECOND READING**

**Explanation:** A second reading of a revision to Merit System Rules and Regulations 3.10.2 was presented by the Executive Director of Personnel Services.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the revision to Merit System Rules and Regulations 3.10.2 as presented.

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

11. **ELECTION OF OFFICERS FOR 2019**

**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. By acclamation of the Commission, Mr. Menzie was elected to the Chair position and Ms. Wyly was elected to the Vice-Chair position.

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

12. **REGULAR MEETING CALENDAR FOR 2019**

**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. The Executive Director presented a calendar for 2019.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the meeting calendar for 2019 as presented.

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

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

**Explanation:** Continuous Eligibility Lists have been developed for Instructional Assistant Special Services, consisting of eighteen (18) names and Classroom Assistant II-CDP (Western Slope), consisting of two (2) 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: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Wyly: Aye

14. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT**

**Explanation:** A Consolidated Eligibility List has been developed for Accountant consisting of two (2) names.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the Consolidated Eligibility List for Accountant, as presented, with an expiration date of April 24, 2019.

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

15. **UNRANKED ELIGIBILITY LIST: BEHAVIOR ANALYST III**

**Explanation:** An Unranked Eligibility List has been developed for Behavior Analyst III consisting of four (4) names.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the Unranked Eligibility List for Behavior Analyst III, as presented, with an expiration date of May 27, 2019.

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

16. **ELIGIBILITY LIST: SECRETARY II**

**Explanation:** An Eligibility List has been developed for Secretary II consisting of seven (7) names.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the Eligibility List for Secretary II, as presented, with an expiration date of April 22, 2019.

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

17. **ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST-BILINGUAL (SOUTH LAKE TAHOE)**

**Explanation:** An Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of one (1) name.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of April 24, 2019.

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

**INFORMATION ITEM**

18. **ACCELERATED HIRING NOTIFICATION – BEHAVIOR ANALYST III**

**Explanation:** Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases 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 Behavior Analyst III 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.

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

19.1 Personnel Assignments – October 1-31, 2018 and November 1-30, 2018 (Attachment 8 and 9) were presented and reviewed.

19.2 Other Reports:

- The Commissioners were provided with information on EDCOE’s Holiday Mixer on December 18, 2018 and the annual Coat Drive.
- A flier was provided to the Commission on the 2019 California School Personnel Commissioners Association’s (CSPCA) annual conference.
- Negotiations with CSEA are continuing.
- Ms. Lantsberger shared details on EDCOE’s 12 Days of Fitmas Challenge.

20. **NEXT REGULAR MEETING:** January 23, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

21. **ADJOURNMENT:** The meeting adjourned at 5:45 p.m. on a motion by Mr. Menzie, seconded by Ms. Wyly.

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