

## PERSONNEL COMMISSION MEETING MINUTES

January 23, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

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

Commissioners Absent: Norm Menzie, Chairperson

Present: Wendy Frederickson, 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 JANUARY 23, 2019 MEETING

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the agenda for the January 23, 2019 meeting.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 5, 2018

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on December 5, 2018.

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

None.

8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

None.

**INFORMATION ITEMS**

9. **MERIT SYSTEM 3.10.5(C) REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 3.10.5(C) was presented by the Executive Director of Personnel Services.

10. **MERIT SYSTEM 6.30.2(B) REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 6.30.2(B) was presented by the Executive Director of Personnel Services.

11. **MERIT SYSTEM 6.30.3(E) REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 6.30.3(E) was presented by the Executive Director of Personnel Services.

12. **MERIT SYSTEM 6.70.13(C) REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 6.70.13(C) was presented by the Executive Director of Personnel Services.

13. **MERIT SYSTEM 8.30.2(B) REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 8.30.2(B) was presented by the Executive Director of Personnel Services.

## **ACTION ITEMS**

14. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES; CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE); and, CLASSROOM ASSISTANT II-CDP (WESTERN SLOPE)**

**Explanation:** Continuous Eligibility Lists have been developed for Instructional Assistant Special Services, consisting of fifteen (15) names; Instructional Assistant-Autism-Special Services, consisting of two (2) names; Classroom Assistant I-CDP (Western Slope), consisting of 21 names; and Classroom Assistant II-CDP (Western Slope), consisting of two (2) names.

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

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

15. **ELIGIBILITY LIST: COMMUNICATIONS SPECIALIST**

**Explanation:** An Eligibility List has been developed for Communications Specialist consisting of one (1) name.

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the Eligibility List for Communications Specialist, as presented, with an expiration date of June 10, 2019.

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

16. **ELIGIBILITY LIST: PAYROLL SPECIALIST**

**Explanation:** An Eligibility List has been developed for Payroll Specialist consisting of four (4) names.

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the Eligibility List for Payroll Specialist, as presented, with an expiration date of June 7, 2019.

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

17. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

**Explanation:** An Eligibility List has been developed for Program Technician consisting of three (3) names.

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the Eligibility List for Program Technician, as presented, with an expiration date of June 4, 2019.

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

18. **CONSOLIDATED ELIGIBILITY LIST: SECRETARY II**

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

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the Consolidated Eligibility List for Secretary II, as presented, with an expiration date of July 11, 2019.

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

19. **CONSOLIDATED ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST – BILINGUAL (SOUTH LAKE TAHOE)**

**Explanation:** A Consolidated Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of two (2) names.

**Action:** Ms. Richardson moved, seconded by Ms. Wyly, to approve the Consolidated Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of June 6, 2019.

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

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

20.1 Personnel Assignments – December 1-31, 2018 were presented and reviewed.

20.2 Other Reports:

- Jana Rapetti, the certificated Personnel Technician II in Personnel Services, has moved to the classified Personnel Technician II position, replacing Greg Kiner.
- Interviews are scheduled for January 24, 2019 to fill the Personnel Technician II vacancy.
- CSEA negotiations are ongoing.
- Negotiations with ECTA are concluded.

- Trina Kitch, Transportation Supervisor, and Cindy Runyan, Administrative Assistant in Administrative Services, are retiring.
- Per the FCMAT report, a compensation study has been conducted on the position of Transportation Supervisor.
- The winter bus bids were held on January 22, 2019.
- Wendy, LuAnn Lantsberger and Jana Rapetti will be attending the California School Personnel Commissioners Association's Annual Conference in February. Wendy will also be attending the SELPA Symposium in February.
- EDCOE is hosting a Leaves Workshop on April 3, 2019.
- Wendy is scheduling Meet & Greet meetings with district Superintendents.
- Wendy recently led a Board Self-Review and Superintendent Evaluation presentation on behalf of the El Dorado CSBA.

21. **NEXT REGULAR MEETING:** February 27, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

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

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