

PERSONNEL COMMISSION MEETING MINUTES

March 27, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Norm Menzie, Chairperson and Mary Richardson, Commissioner

Commissioners Absent: ReeAnn Wyly, Vice Chairperson

Present: Wendy Frederickson, Executive Director, Personnel Services
Eileen Hartley, Recording Secretary

Guests: Dr. Ed Manansala, Robbie Montalbano, Dina Gentry, Sara Robinson and
Kimberly Brandt

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

2. FLAG SALUTE

3. **APPROVAL OF AGENDA FOR MARCH 27, 2019 MEETING**

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the agenda for the March 27, 2019 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 27, 2019**

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the minutes of the February 27, 2019 meeting.

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

5. **INTRODUCTION OF GUESTS**

The Executive Director introduced the attending guests.

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)**

Ms. Richardson advised the Commission that she will not be attending the May meeting.

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

None.

INFORMATION ITEMS

9. Dr. Ed Manansala, Superintendent, presented highlights to the Commissioners on local, county and state level activities.

10. **ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT**

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 Administrative Assistant in Administrative 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.

11. **MERIT SYSTEM 4.10.3: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 4.10.3 was presented by the Executive Director of Personnel Services.

ACTION ITEMS

12. **CONTINUOUS ELIGIBILITY LIST: CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE)**

Explanation: A Continuous Eligibility List has been developed for Classroom Assistant I-CDP (Western Slope), consisting of eighteen (18) names.

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the Continuous Eligibility List for Classroom Assistant I-CDP (Western Slope) with the expiration dates as noted for each candidate.

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

13. **CONSOLIDATED ELIGIBILITY LIST: PAYROLL SPECIALIST**

Explanation: A Consolidated Eligibility List has been developed for Payroll Specialist consisting of five (5) names.

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

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

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

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

Action: Ms. Richardson moved, seconded by Mr. Menzie, to approve the Consolidated Eligibility List for Together We Grow Family Specialist (South Lake Tahoe), as presented, with the expiration dates as noted for each candidate.

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

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

15.1 Personnel Assignments – February 1-28, 2019 were presented and reviewed.

15.2 Other Reports.

- Negotiations have concluded with CSEA.
- Per the 17/18 Classification/Compensation study, Classroom Assistant I positions were moved from Range 12 to Range 13 and Classroom Assistant II positions were moved from Range 13 to Range 14.
- A Meet & Confer was held with Management approving a 3% on schedule salary increase effective 7/1/18.
- A Meet & Confer was held with Charter approving a 3% on schedule salary increase and addition of \$25 to the Charter benefit cap.
- The Classification/Compensation Study is moving along. The next meeting is scheduled for April 29, 2019.
- The 2019 Team Member Recognition Event is scheduled for May 9, 2019.
- The New Employee Welcome Dinner was held on March 19, 2019.
- SELPA's annual Baseball Event is scheduled for April 9, 2019.

16. **NEXT REGULAR MEETING:** April 24, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.
17. **ADJOURNMENT:** The meeting adjourned at 6:00 p.m. on a motion by Ms. Richardson, seconded by Mr. Menzie.

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