

PERSONNEL COMMISSION MEETING MINUTES

April 24, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Norm Menzie, Chairperson, ReeAnn Wyly, Vice Chairperson, and Mary Richardson, Commissioner

Commissioners Absent: None

Present: LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: None

1. 5:10 P.M. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL/CHANGES TO AGENDA FOR APRIL 24, 2019 MEETING

Commissioner Wyly motioned to approve the agenda, seconded by Commissioner Richardson. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

4. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 27, 2019

Commissioner Richardson motioned to approve the minutes, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson; Abstain – R. Wyly. Motion carries.

5. INTRODUCTION OF GUESTS: None.
6. VISITOR COMMENTS AND QUESTIONS: None.
7. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA):
None.
8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION: None.

ACTION ITEMS

9. MERIT SYSTEM 4.10.3: SECOND READING

Commissioner Richardson motioned to approve the second reading of Merit System Regulation 4.10.3, seconded by Commissioner Wyly. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

10. CHANGE IN REGULAR MEETING DATE

Commissioner Wyly motioned to move the May meeting date to May 21, 2019, seconded by Commissioner Richardson. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

11. PUBLIC HEARING – PERSONNEL COMMISSION 2019-20 BUDGET

At 5:20 p.m., Commissioner Menzie opened a public hearing providing an opportunity to receive public comment on the 2019-20 Personnel Commission budget. With no public comment, the hearing was closed at 5:20 p.m. Commissioner Richardson motioned, seconded by Commissioner Wyly, to move forward with adoption of the budget at the May Personnel Commission meeting. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

12. CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES and INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES

Commissioner Wyly motioned, seconded by Commissioner Richardson, to approve the Continuous Eligibility Lists as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

13. ELIGIBILITY LIST: CUSTODIAN

Commissioner Wyly motioned, seconded by Commissioner Richardson, to approve the Eligibility List for Custodian as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

14. ELIGIBILITY LIST: DATA ANALYST

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Eligibility List for Data Analyst as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

15. CONSOLIDATED ELIGIBILITY LIST: SECRETARY II

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Consolidated Eligibility List for Secretary II as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

16. CONSOLIDATED ELIGIBILITY LIST: SECRETARY II-SOUTH LAKE TAHOE

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Consolidated Eligibility List for Secretary II-South Lake Tahoe as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.

17. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

17.1 Personnel Assignments – March 1-31, 2019 were presented and reviewed.

17.2 Other Reports.

- A flyer with details on the 2020 California School Personnel Commissioners Association's Annual Conference was distributed.
- The Classification/Compensation Study Committee meeting has been moved to May 15, 2019. Commissioner Menzie will attend on behalf of Commissioner Richardson, who will be out of town.
- Team Member Recognition will be held on May 9, 2019. Commissioner Menzie will represent the Personnel Commission.
- Wendy Frederickson recently attended the Superintendent's Retreat in Lake Tahoe.
- EDCOE has contracted with SWING Education who will help provide substitutes for the hard to fill positions in our Special Services programs.
- The Extended School Year will run from June 7 through July 3, 2019.
- Maria Osborne has been hired as Principal for the Charter College and Career Prep program. Steve Bryant has been promoted to Principal of the Charter Home Study Academy program.
- The annual Math Steeplechase will be held on April 30, 2019 and Spelling Bee on May 10, 2019.
- Cabinet is holding a Meet & Greet and Year End Celebration event with all South Lake Tahoe staff on May 20, 2019.

18. NEXT REGULAR MEETING: Tuesday, May 21, 2019.

19. ADJOURNMENT: The meeting adjourned at 5:45 p.m. on a motion by Commissioner Richardson, seconded by Commissioner Wyly. Ayes: N. Menzie, R. Wyly, M. Richardson. Motion carries.