

PERSONNEL COMMISSION MEETING MINUTES

August 28, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Norm Menzie, Chairperson; Ree Ann Wyly, Vice Chairperson; Mary Richardson, Commissioner

Commissioners Absent: None

Present: Wendy Frederickson, Executive Director
LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: Ellen Kroon, CSEA President

1. 5:10 P.M. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL/CHANGES TO AGENDA FOR AUGUST 28, 2019 MEETING

Commissioner Richardson motioned to approve the agenda, seconded by Commissioner Wyly. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

4. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 19, 2019

Commissioner Richardson motioned to approve the minutes, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson. (R. Wyly was absent from June meeting). Noes: None. Motion carries.

5. INTRODUCTION OF GUESTS: Ellen Kroon, CSEA President as of July 1, 2019, was introduced to the Commission.
6. VISITOR COMMENTS AND QUESTIONS: None.
7. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA):
None.

8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION: None.

INFORMATION ITEMS:

9. **APPOINTMENT OF PERSONNEL COMMISSIONER**

Explanation: In accordance with Merit System Regulation 2.10.3 (Ed. Code 45247), the term of each Commissioner is for three years and expires at noon, December 1. The County Board appointment of Norman Menzie, Personnel Commissioner, will expire on December 1, 2019. The Executive Director of Personnel Services notified the County Board of the name and address of the Commissioner whose term will expire. Commissioner Menzie accepted the appointment for the term December 1, 2019 through December 1, 2022 and the Board will be notified.

ACTION ITEMS

10. **CHANGE IN REGULAR MEETING DATE**

The Executive Director requested that the Personnel Commission meeting currently scheduled for October 23, 2019 be rescheduled to October 30, 2019 at 5:10 p.m. in Room B-1. Commissioner Richardson motioned to approve the meeting date change, seconded by Commissioner Wyly. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

11. **ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Eligibility List for Account Technician, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

12. **CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT I-CDP-WESTERN SLOPE**

Commissioner Wyly motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Classroom Assistant I-CDP-Western Slope, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

13. **CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT II-CDP-WESTERN SLOPE**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Consolidated Eligibility List for Classroom Assistant II-CDP-Western, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

14. **ELIGIBILITY LIST: CLASSROOM ASSISTANT II-CDP-SOUTH LAKE TAHOE**

Commissioner Wyly motioned, seconded by Commissioner Richardson, to approve the Eligibility List for Classroom Assistant II-CDP-South Lake Tahoe, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

15. **CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-WESTERN SLOPE**

Commissioner Wyly motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Family Service Associate-Western Slope, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

16. **CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-SOUTH LAKE TAHOE**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Consolidated Eligibility List for Family Service Associate-South Lake Tahoe, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

17. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT, SPECIAL SERVICES**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Continuous Eligibility List for Instructional Assistant, Special Services, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

18. **ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT, SPECIAL SERVICES – SOUTH LAKE TAHOE**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Eligibility List for Instructional Assistant, Special Services-South Lake Tahoe, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

19. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM, SPECIAL SERVICES**

Commissioner Richardson motioned, seconded by Commissioner Wyly, to approve the Continuous Eligibility List for Instructional Assistant-Autism, Special Services, as presented. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

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

20.1 Personnel Assignments – June 1-30, 2019 and July 1-31, 2019 were presented and reviewed.

20.2 Other Reports:

- Wendy and LuAnn recently attended the Capital Service Region's Annual Retreat in Lake Tahoe.
- David Publicover is back to work.
- Paul Bracco has been hired as Transportation Director and begins on September 3, 2019.
- EDCOE's Annual Rodeo and Chili Cook Off is being held on September 5, 2019. LuAnn will be rolling out the next Wellness Challenge, An Apple A Day Bingo, at the event.

- The 5th Annual Cops & Rodders Car Show is scheduled for September 28, 2019. EDCOE will host a Kid's Zone area with activities for the children.
- Wendy will be leading the Silver Fork Board Workshop on September 30, 2019.
- The Commission celebrated Commissioner Wyly's service to the Commission. This was her last meeting.

21. **NEXT REGULAR MEETING:** September 25, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

22. **ADJOURNMENT:** The meeting adjourned at 5:50 p.m. on a motion by Commissioner Richardson, seconded by Commissioner Wyly. Ayes: N. Menzie, R. Wyly, M. Richardson. Noes: None. Motion carries.

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