

PERSONNEL COMMISSION MEETING MINUTES

September 25, 2019

5:10 PM

El Dorado County Office of Education, Room B-3

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

Commissioners Absent: None (one vacant position remains open)

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

Guests: Dr. Ed Manansala, County Superintendent
Dina Gentry, Communications Director

1. 5:10 P.M. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL/CHANGES TO AGENDA FOR SEPTEMBER 25, 2019 MEETING

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

4. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 28, 2019

Commissioner Richardson motioned to approve the minutes of the August 28, 2019 meeting, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

5. INTRODUCTION OF GUESTS: None.

6. VISITOR COMMENTS AND QUESTIONS: Dr. Manansala informed the Commission that Dina Gentry received the prestigious 35 under 35 Award from the National School Public Relations Association for her work in public school communications.

7. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA):

None.

8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION: None.

PRESENTATION:

9. Dr. Ed Manansala, Superintendent, presented his bi-annual report to the Personnel Commission.

ACTION ITEMS

10. PERSONNEL COMMISSION ANNUAL REPORT

Wendy Frederickson, Executive Director, presented the annual report to the Commission for review and approval. Commissioner Richardson motioned to approve the 2018-19 annual report, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

11. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

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

12. ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES-SOUTH LAKE TAHOE

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

13. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES

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

14. UNRANKED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES

Commissioner Richardson motioned, seconded by Commissioner Menzie, to approve the Unranked Eligibility List for Manager, Business Services, as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

15. RANKED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES

Commissioner Richardson motioned, seconded by Commissioner Menzie, to approve the Ranked Eligibility List for Manager, Business Services, as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

16. ELIGIBILITY LIST: SYSTEMS TECHNICIAN III

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

17. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR EXECUTIVE ASSISTANT

Commissioner Richardson motioned, seconded by Commissioner Menzie, to approve revisions to the job specification for Executive Assistant, which includes a revision to the job title to read Executive Assistant to the County Superintendent. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

INFORMATION ITEMS:

18. DUTY CHANGES AND REVIEW OF POSITION

In accordance with Merit System Rules and Regulations 3.20.8, the Executive Director of Personnel Services recommended to the Superintendent that the position of Administrative Assistant in the Superintendent's Office be reclassified to Executive Assistant to the County Superintendent effective September 1, 2019.

19. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

19.1 Personnel Assignments – August 1-31, 2019 were presented and reviewed.

19.2 Other Reports.

- Wendy and LuAnn will be attending ACSA's Personnel Institute on October 1-4, 2019.
- Wendy and LuAnn will be attending School Personnel Commissioners Association of Northern California's Fall Conference in Fremont on October 24, 2019.
- EDCOE is hosting FRISK Training on October 15, 2019.
- A New Employee Welcome Dinner is scheduled for October 15, 2019.
- Fall bus bids were held on September 17, 2019.
- Wendy will be attending a Labor Management Initiative convening on October 16-17, 2019 being hosted by the Sacramento County Office of Education and EDCOE.
- Cabinet will be holding a Tahoe Meet and Greet on October 29, 2019.
- Wendy and LuAnn recently attended an event at Blue Ridge Court School in South Lake Tahoe.
- Wendy will be visiting new certificated teachers at their school sites.
- Wendy and Dr. Manansala will be facilitating a board training at Silver Fork on September 30, 2019.
- A special invitation was extended to several EDCOE Administrators, including Wendy, to attend a Courageous Principals Institute at Deloitte University in Texas in October.

- Several EDCOE administrators, including Wendy, will be taking a renewal site visit to John Adams Academy.

20. **NEXT REGULAR MEETING:** October 30, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-3.

21. **ADJOURNMENT:** The meeting adjourned at 6:10 p.m. on a motion by Commissioner Richardson, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

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