

## PERSONNEL COMMISSION MEETING MINUTES

January 27, 2020

5:10 PM

El Dorado County Office of Education, Room B-1

Commissioners Present: Mary Richardson, Vice-President; Janet Maruniak, Incoming Commissioner

Commissioners Absent: Norm Menzie, President

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

Guests: None

### MINUTES

1. 5:15 P.M. CALL TO ORDER
2. FLAG SALUTE
3. ADMINISTRATION OF OATH OF OFFICE: The Oath of Office was administered to new Personnel Commissioner, Janet Maruniak.
4. APPROVAL OF AGENDA FOR JANUARY 27, 2020 MEETING

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

5. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 11, 2019

Approval of the minutes of the regular meeting of December 11, 2019 was tabled until the February 26, 2020 meeting, as Commissioner Menzie was absent.

6. INTRODUCTION OF GUESTS: None.

7. VISITOR COMMENTS AND QUESTIONS: None.
8. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA): None.
9. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

Wendy Frederickson reported that she will continue to keep the Personnel Commission informed with regard to the impact of AB 5 (independent contractors) on EDCOE.

Another mandate effective January 6, 2020, called Clearinghouse, is a system that tracks alcohol/drug related charges for employees who drive school buses. EDCOE is still in process for rolling this out for bus drivers.

### **ACTION ITEMS**

10. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR INFORMATION TECHNOLOGY PROFESSIONAL DEVELOPMENT COORDINATOR.**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the revisions to the job specification for Information Technology Professional Development Coordinator as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

11. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES**

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

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

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

13. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Accountant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

14. **UNRANKED ELIGIBILITY LIST: PROGRAM ASSISTANT**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Unranked Eligibility List for Program Assistant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

15. **RANKED CONSOLIDATED ELIGIBILITY LIST: PROGRAM ASSISTANT**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Ranked Consolidated Eligibility List for Program Assistant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

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

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Secretary II as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

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

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

17.2 Other Reports.

- The first CSEA negotiations meeting was held on January 31, 2020.
- Wendy gave an overview of the proposed timelines for posting the positions for the upcoming vacancies of Robbie Montalbano, David Publicover, and Kathy Daniels.
- Wendy recently attended the ACSA Negotiators Symposium and the California Collaborative on District Reform.
- The annual ACSA Hot Legal Topics Breakfast was held on January 15, 2020.
- The winter bus bids were held on January 21, 2020.
- Wendy will be attending the California Labor Management Initiative on February 3-4, 2020, the CSHA Job Fair on March 19-21, 2020 and the Portland Job Fair with Amy Andersen in April.
- Wendy, LuAnn Lantsberger and Jana Rapetti will be attending a Merit Conference in San Francisco on February 20-22, 2020.
- LuAnn will be representing EDCOE at upcoming job fairs at Sacramento State and Chico State.

18. **NEXT REGULAR MEETING:** Wednesday, February 26, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

19. **ADJOURNMENT:** The meeting adjourned at 6:05 p.m. on a motion by Commissioner Maruniak, seconded by Commissioner Richardson. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.