

PERSONNEL COMMISSION MEETING MINUTES

December 11, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

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

Commissioners Absent: None (one vacant position remains open)

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

Guests: None

MINUTES

1. 5:15 P.M. CALL TO ORDER

2. FLAG SALUTE

3. APPROVAL OF AGENDA FOR DECEMBER 11, 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 OCTOBER 30, 2019

Commissioner Richardson motioned to approve the minutes of the October 30, 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: None.
7. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA): None.
8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

Wendy Frederickson reported that new legislation, AB 5, relating to independent contractors, is currently being reviewed for its impact on EDCOE.

ACTION ITEMS

9. ELECTION OF OFFICERS FOR 2020

The Personnel Commission held an election. By acclamation of the Commission, Ms. Richardson was elected to the Chair position and Mr. Menzie was elected to the Vice-Chair position. Ayes: N. Menzie, M. Richardson. Noes: None. Acclamation carries.

10. REGULAR MEETING CALENDAR FOR 2020

Commissioner Richardson motioned, seconded by Commissioner Menzie, to approve the regular meeting calendar for 2020, with a change to the December meeting date from December 2 to December 9, 2020. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

11. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

Commissioner Richardson moved, 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. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES

Commissioner Richardson moved, 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.

13. ELIGIBILITY LIST: DRIVER-SPECIAL SERVICES

Commissioner Richardson moved, seconded by Commissioner Menzie, to approve the Eligibility List for Driver as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

14. CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE

Commissioner Richardson moved, seconded by Commissioner Menzie, to approve the Consolidated Eligibility List for Family Service Associate as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

15. **ELIGIBILITY LIST: LEAD DRIVER**

Commissioner Richardson moved, seconded by Commissioner Menzie, to approve the Eligibility List for Lead Driver as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

16. **CONSOLIDATED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES**

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

17. **ELIGIBILITY LIST: RETIREMENT SPECIALIST**

Commissioner Richardson moved, seconded by Commissioner Menzie, to approve the Eligibility List for Retirement Specialist as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

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

18.1 Personnel Assignments – October 1-31, 2019 and November 1-30, 2019 were presented and reviewed.

18.2 Other Reports:

- Wendy, LuAnn and Jana will be attending a Merit Conference in February, 2020.
- EDCOE held its annual Holiday Mixer on December 10, 2019.
- Robbie Montalbano has taken a new position with FCMAT. She will be transitioning out in January.
- Wendy attended the CSBA Conference last week in San Diego.
- EDCOE has settled with ECTA for 2.75% on the salary schedule.
- CSEA negotiations will start up on December 16, 2019.
- The Classified Summer Assistance Program has been extended to 2020.
- Wendy attended the Superintendent's Fall Retreat on November 7, 2019.
- Wendy attended a Recruitment and Retention Symposium in Sacramento on November 13, 2019.
- Cabinet attended the Chamber of Commerce Holiday Luncheon today.
- EDCOE is hosting a Certificated Layoff Workshop on January 8, 2020.
- ACSA's Hot Legal Topics Breakfast will be held on January 15, 2020.
- The Winter Bus Bids are scheduled on January 21, 2020.
- Wendy provided a brief update on the MCSIG Board Meeting she attended via webinar.
- Wendy will be attending ACSA's Negotiator's Symposium from January 22-24, 2020.

19. **NEXT REGULAR MEETING:** Monday, January 27, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.
20. **ADJOURNMENT:** The meeting adjourned at 6:50 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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