

## PERSONNEL COMMISSION MEETING MINUTES

February 26, 2020

5:10 PM

El Dorado County Office of Education, Room B-1

*If you are an individual with a disability and need an accommodation, please contact Kathy Daniels, the ADA Coordinator, at 530-295-2205 at least 48 hours in advance.*

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### MINUTES

1. 5:10 P.M. CALL TO ORDER

2. FLAG SALUTE

3. APPROVAL OF AGENDA FOR FEBRUARY 26, 2020 MEETING

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

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

Commissioner Menzie motioned to approve the minutes of the December 11, 2019 meeting, seconded by Commissioner Richardson. Ayes: N. Menzie, M. Richardson. Abstain: J. Maruniak. Noes: None. Motion carried.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 27, 2020

Commissioner Maruniak motioned to approve the minutes of the January 27, 2020 meeting, seconded by Commissioner Richardson. Ayes: M. Richardson, J. Maruniak. Abstain: N. Menzie. Noes: None. Motion carried.

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: None.

### **ACTION ITEMS**

10. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

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

11. CONTINUOUS ELIGIBILITY LIST: CLASSROOM ASSISTANT I, CDP – WESTERN SLOPE

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

12. ELIGIBILITY LIST: INDIAN EDUCATION LIAISON

Commissioner Menzie motioned, seconded by Commissioner Maruniak, to approve the Eligibility List for Indian Education Liaison as presented. Ayes: N. Menzie, M. Richardson, J. Maruniak. Noes: None. Motion carries.

13. ELIGIBILITY LIST: PAYROLL SPECIALIST

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

14. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

14.1 Personnel Assignments – January 1-31, 2020 were presented and reviewed.

14.2 Other Reports.

- Wendy, LuAnn and Jana Rapetti attended the CSPCA Merit Conference in San Francisco on February 20-22, 2020.
- The final interviews for the IT Professional Development Coordinator are scheduled for February 28, 2020.
- Stephanie Gunderson's retirement celebration is being held on April 15, 2020.
- The New Employee Welcome Dinner is scheduled for March 31, 2020.
- The next CSEA negotiations meeting will be held on March 2, 2020.
- A Transportation Committee has been formed to meet and discuss department issues/concerns, etc.

- Wendy attended the second convening of the California Labor Management Initiative on February 3-4, 2020.
- LuAnn is attending job fairs at Chico State (March 7) and Sacramento State on April 7, 2020.
- Wendy will be attending the CSHA (California Speech Language Hearing Association) job fair on March 19-22, 2020.
- Wendy and Amy Andersen will be going to Portland, Oregon on April 7-8 for a job fair.
- Special Services and Transportation have been looking at new recruiting ideas; i.e., distributing fliers at the movie theatre, etc.
- ACSA held its Annual Distinguished Service Awards banquet on February 20, 2020 and Kathy Daniels, Director of Facilities, was recognized.
- The interviews for Executive Director of Charter Programs will be held on March 17, 2020.

15. **NEXT REGULAR MEETING:** Wednesday, March 25, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

16. **ADJOURNMENT:** The meeting adjourned at 5:40 p.m. at the El Dorado County Office of Education, Room B-1.

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