

PERSONNEL COMMISSION MEETING MINUTES

April 22, 2020
5:10 PM
Virtual Meeting

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

2. **ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY**

This meeting was held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All commission members attended the meeting by teleconference. This meeting was held as a virtual meeting only. The public could observe and address the meeting via Zoom.

3. **ANNOUNCEMENT: PUBLIC ACCESS TO THE EL DORADO COUNTY PERSONNEL COMMISSION MEETING**

The public had access to the El Dorado County Personnel Commission meeting through Zoom Teleconferencing. There were two options for those individuals who wished to make a public comment. 1.) During the meeting, comments could be sent through the Zoom meeting chat feature, or 2.) Prior to, or during the meeting, comments could be sent to the recording secretary of the Commission via email at ehartley@edcoe.org. A moderator for the meeting was available to read any comments for the record.

4. **ANNOUNCEMENT: SHOULD THIS COMMISSION MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WOULD BE ENDED IMMEDIATELY AND RESCHEDULED AS SOON AS PRACTICAL.**

5. **PLEDGE OF ALLEGIANCE**

6. **APPROVAL OF AGENDA FOR APRIL 22, 2020 MEETING**

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

7. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 26, 2020 (March meeting was canceled)

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

8. INTRODUCTION OF GUESTS

None.

9. VISITOR COMMENTS AND QUESTIONS

None.

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

None.

11. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.

None.

PRESENTATION:

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

ACTION ITEMS:

13. PUBLIC HEARING – PERSONNEL COMMISSION 2020-21 BUDGET

At 5:20 p.m., Commissioner Richardson opened a public hearing providing an opportunity to receive public comment on the 2020-21 Personnel Commission budget. With no public comment, the hearing was closed at 5:20 p.m. Commissioner Menzie motioned, seconded by Commissioner Maruniak, to move forward with adoption of the budget at the May Personnel Commission meeting. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

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

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

15. **ELIGIBILITY LIST: IT PROFESSIONAL DEVELOPMENT COORDINATOR**

Commissioner Menzie motioned, seconded by Commissioner Maruniak, to approve the Eligibility List for IT Professional Development Coordinator as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

16. **ELIGIBILITY LIST: SECRETARY I**

Commissioner Maruniak motioned, seconded by Mr. Menzie, to approve the Eligibility List for Secretary I as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

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

17.1 Personnel Assignments for February 1-29, 2020 and March 1-31, 2020 were presented and reviewed.

17.2 Other Reports

- Wendy is now serving in an interim capacity as Associate Superintendent of Administrative Services in place of Robbie Montalbano.
- Personnel Services is working to come up with an alternative for testing during the closure period.
- EDCOE and CSEA reached an agreement for the 19/20 year.
- 109 Extended Day staff were notified that their positions are ending on April 24, 2020 due to lack of funding.
- A candidate has been chosen for the Executive Director of Charter Alternative Programs position. An announcement will be made soon.
- Interviews for the Facilities Director position will be held on April 29, 2020.
- The Team Member Recognition event scheduled for May 5, 2020 has been canceled and an alternate date will be planned.
- The Classification/Compensation Study Committee meeting scheduled for May 11, 2020 has been cancelled and will be rescheduled.

18. **NEXT REGULAR MEETING:** Wednesday, May 27, 2020 at 5:10 p.m. via Zoom.

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