

PERSONNEL COMMISSION MEETING MINUTES

September 23, 2020
5:10 PM
Virtual Meeting

Commissioners Present: Mary Richardson, Chair; Norm Menzie, Vice-Chair; Janet Maruniak, Commissioner

Commissioners Absent: None

Present: Amy Andersen, Executive Director
LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: Dr. Ed Manansala, Superintendent

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 SEPTEMBER 23, 2020 MEETING**

Commissioner Menzie motioned to approve the agenda for the September 23, 2020 meeting, seconded by Commissioner Maruniak. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

7. **APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 26, 2020**

Commissioner Menzie motioned to approve the minutes of the August 26, 2020 meeting, 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 Commission.

INFORMATION ITEMS:

13. **PERSONNEL COMMISSION ANNUAL REPORT**

The Executive Director presented the annual report of Commission activities for review by the Commission. The annual report shall be submitted to the Superintendent.

ACTION ITEMS:

14. CONTINUOUS ELIGIBILITY LIST INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

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

15. CONTINUOUS ELIGIBILITY LIST FOR INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES

Commissioner Menzie moved, 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 carries.

16. ELIGIBILITY LIST FOR PAYROLL SPECIALIST

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

17. CONSOLIDATED ELIGIBILITY LIST FOR TOGETHER WE GROW FAMILY SPECIALIST

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Consolidated Eligibility List for Together We Grow Family Specialist, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

18. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

18.1 Personnel Assignments – August 1-31, 2020 were presented and reviewed.

18.2 Other Reports

1. CSEA stayed the fall bus bid until January 2021.
2. SB1159 requires EDCOE to report positive COVID cases to SIA for Workers' Comp.
3. EDCOE re-entry begins September 28, 2020 in a hybrid model.
4. Scott Lyons, Superintendent/Principal of Gold Trail School District, is retiring. Personnel Services will be handling the recruitment.
5. Amy will be attending ACSA's Personnel Institute on September 29-October 1. and a Leaves Training through Atkinson, Andelson, Loya, Ruud and Romo on October 8, 2020.
6. Surveillance Testing for EDCOE begins on October 19, 2020 with 25% of staff being tested every week.
7. EDCOE's Self-Assessment module will be moved to Catapult in the near future.

19. NEXT REGULAR MEETING: Wednesday, October 28, 2020 at 5:10 p.m. via Zoom.

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

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