

PERSONNEL COMMISSION MEETING MINUTES

October 28, 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: None

CLOSED SESSION

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

The meeting was called to order at 5:10 p.m. by Commissioner Richardson, Chair.

2. **FLAG SALUTE**

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

This meeting is 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 will be attending the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

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

The public will have access to the El Dorado County Personnel Commission meeting through Zoom Teleconferencing. There are two options for those individuals who wish to make a

public comment. 1.) During the meeting, comments can be sent through the Zoom meeting chat feature, or 2.) Prior to, or during the meeting, comments may be sent to the recording secretary of the Commission via email at ehartley@edcoe.org. A moderator for the meeting will read your comments for the record.

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

6. **MEMBERS PRESENT FOR CLOSED SESSION**

Commissioner Richardson, Chair, reported that all Commissioners were present for Closed Session. Also present was the Executive Director of Personnel Services, Amy Andersen.

7. **CLOSED SESSION**

The meeting convened to Closed Session at 5:10 p.m. regarding the Executive Director's goals for 2020-2021. (Government Code §54954.2)

8. **RECONVENE TO OPEN SESSION**

The Personnel Commission reconvened to open session at 5:30 p.m. Commissioner Richardson, Chair, reported that no action was taken during closed session.

9. **APPROVAL OF AGENDA FOR OCTOBER 28, 2020 MEETING**

Commissioner Menzie motioned to approve the agenda for the October 28, 2020 meeting, seconded by Commissioner Maruniak. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

10. **APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 23, 2020**

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

11. **INTRODUCTION OF GUESTS**

None.

12. **VISITOR COMMENTS AND QUESTIONS**

None.

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

None.

14. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION**

None.

15. **INFORMATION ITEM:**

CLASSIFICATION/COMPENSATION STUDY COMMITTEE

The first meeting of the 2020-21 Classification/Compensation Study Committee will be held on November 2, 2020 at 3:00 p.m. via Zoom. Commissioner Maruniak will be the Personnel Commission's representative for this year's study.

ACTION ITEMS:

16. **CONTINUOUS ELIGIBILITY LIST FOR CHILD DEVELOPMENT CLASSROOM ASSISTANT I**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Child Development Classroom Assistant I, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

17. **CONTINUOUS ELIGIBILITY LIST FOR CHILD DEVELOPMENT CLASSROOM ASSISTANT II**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Child Development Classroom Assistant II, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

18. **ELIGIBILITY LIST FOR DATA ANALYST**

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

19. **CONTINUOUS ELIGIBILITY LIST FOR 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.

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

20.1 Personnel Assignments – September 1-30, 2020 were presented and reviewed.

20.2 Other Reports:

1. Debra Wilcox, the Personnel Technician I in Personnel Services, retired on October 30, 2020. Due to shifting needs in Personnel Services, the position will be posted as a Personnel Technician II.
2. EDCOE is boosting recruitment for employees and substitutes with brochures being placed at One Stop, a new banner being made for display at EDCOE, and putting an offer out to districts to assist with any outreach to parents who might be interested in subbing.
3. The Gold Trail Superintendent/Principal Search is continuing. The position will be posted on November 2, 2020.
4. El Dorado County Board of Education member Debra Aiken is retiring. Personnel Services is assisting with the recruitment for her replacement.
5. The interviews for Executive Director of Special Services will be held on November 9, 2020.
6. On September 28, 2020 EDCOE moved ahead with the successful re-entry of its employees on a hybrid model.
7. Surveillance testing is in process for EDCOE employees and all 14 districts as well.
8. The Classification/Compensation Study for 19/20 is nearing completion.

21. **NEXT REGULAR MEETING:** Wednesday, December 9, 2020 at 5:10 p.m. via Zoom.

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

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