

PERSONNEL COMMISSION MEETING MINUTES

October 30, 2019

5:10 PM

El Dorado County Office of Education, Room B-3

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

Commissioners Absent: None (one vacant position remains open)

Present: Wendy Frederickson, 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 Mr. Menzie, Chair.

2. FLAG SALUTE

3. MEMBERS PRESENT FOR CLOSED SESSION

Commissioner Menzie, Chair, reported that all Commissioners were present for Closed Session. Also present was the Executive Director of Personnel Services, Wendy Frederickson.

4. CLOSED SESSION

The meeting convened to Closed Session at 5:10 p.m. regarding the Executive Director's goals completed for 2019-20. (Government Code §54954.2)

5. RECONVENE TO OPEN SESSION

The Personnel Commission reconvened to open session at 5:34 p.m. Commissioner Menzie, Chair, reported that no action was taken during closed session.

6. APPROVAL/CHANGES TO AGENDA FOR OCTOBER 30, 2019 MEETING

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

7. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 24, 2019

Commissioner Richardson motioned to approve the minutes of the September 24, 2019 meeting, seconded by Commissioner Menzie. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

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.

INFORMATION DISCUSSION

12. 2020 Vacation Schedule Discussion: In planning next year's meeting schedule, Wendy Frederickson asked the Commissioners if they have any vacation plans. At this time, Commissioner Menzie reported that he will be out of town for the month of January 2020.

INFORMATION ITEMS

13. **CLASSIFICATION/COMPENSATION STUDY COMMITTEE**

The first meeting of the 2019-20 Classification/Compensation Study Committee will be held on November 1, 2019 at 3:00 p.m. in Conference Room G. Commissioner Menzie will be the Personnel Commission's representative for this year's study.

ACTION ITEMS

14. **CHANGE IN REGULAR MEETING DATE**

The Executive Director requested a change in the Personnel Commission meeting currently scheduled for December 4, 2019 to be rescheduled to December 11, 2019 at 5:10 p.m. in Room B-1. Commissioner Richardson moved, seconded by Commissioner Menzie, to approve moving the meeting from December 4, 2019 to December 11, 2019. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

15. **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.

16. **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.

17. **CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT II-CDP-SOUTH LAKE TAHOE**

Commissioner Richardson moved, seconded by Commissioner Menzie, to approve the Consolidated Eligibility List for Classroom Assistant II-CDP-South Lake Tahoe, as presented. Ayes: N. Menzie, M. Richardson. Noes: None. Motion carries.

18. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

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

19. **CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE, WESTERN SLOPE**

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

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

20.1 Personnel Assignments – September 1-30, 2019 were presented and reviewed.

20.2 Other Reports:

- Two Program Assistants and one Secretary II in Special Services are retiring over the next several months.
- Wendy and LuAnn attended the ACSA Personnel Institute in October.
- Jana Rapetti and Kimberly Brandt attended the EdJoin Conference in October.
- Wendy was part of a team that visited John Adams Academy in October in preparation for submission of their Charter renewal.
- EDCOE held a FRISK Training on October 15, 2019.
- The New Employee Welcome Dinner was held on October 15, 2019.

- Wendy and Kevin Monsma attended a Labor Management Initiative Symposium in October hosted by both EDCOE and the Sacramento COE. A second session is scheduled for February 2020.
- Wendy attended a Principal Leadership Institute Conference in Dallas at Deloitte University in October, along with Kevin Monsma, Amy Andersen and Gigi Marchini.
- Wendy and Jenny Pettit will be making site visits to our EDCOE programs located in South Lake Tahoe.
- Wendy and LuAnn attended a one-day Merit Conference in Fremont in October.
- EDCOE is hosting a Harassment Prevention Training for our districts on November 8, 2019.
- Cathy Proper, Beth Reynolds and Kimberly Brandt will be attending the Credential Counselors & Analysts of California (CCAC) Academy in November.
- Wendy will be attending the following: CCSESA's Educator Recruitment & Retention Symposium in November; California School Board Association's Annual Education Conference in San Diego in December; ACSA's 2020 Negotiators' Symposium in January.
- Wendy gave a brief overview of the recent Public Safety Power Shutoffs and how they impacted EDCOE and Districts.
- EDCOE's Annual Halloween event is scheduled for October 31, 2019 at 11:30 a.m.
- Personnel Services will be highlighted at the November Lunch-N-Learn on November 19, 2019.
- Special Services has hired a new Administrator, Patrick Paturel.
- EDCOE is in discussion with Frontline for upgrading to their Time and Attendance Module and an Onboarding Module.

21. **NEXT REGULAR MEETING:** December 11, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

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