

PERSONNEL COMMISSION MEETING MINUTES

June 24, 2020
11:30 AM
Virtual Meeting

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

Commissioners Absent: None

Present: Wendy Frederickson, Executive Director
LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: None

1. **11:30 A.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 JUNE 24, 2020 MEETING**

Commissioner Menzie motioned to approve the agenda for the June 24, 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 MAY 27, 2020**

Commissioner Menzie motioned to approve the minutes of the May 27, 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.

ACTION ITEMS:

12. **ELIGIBILITY LIST: ACCOUNTANT**

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

13. **UNRANKED ELIGIBILITY LIST FOR ADMINISTRATIVE ASSISTANT TO THE EDUCATIONAL SERVICES OFFICE**

Commissioner Menzie motioned, seconded by Commissioner Maruniak, to approve the Unranked Eligibility List for Administrative Assistant to the Educational Services Office, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

14. RANKED ELIGIBILITY LIST FOR ADMINISTRATIVE ASSISTANT TO THE EDUCATIONAL SERVICES OFFICE

Commissioner Menzie motioned, seconded by Commissioner Maruniak, to approve the Ranked Eligibility List for Administrative Assistant to the Educational Services Office, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

15. UNRANKED ELIGIBILITY LIST FOR BEHAVIOR ANALYST

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

16. UNRANKED ELIGIBILITY LIST FOR LICENSED VOCATIONAL NURSE

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

17. ELIGIBILITY LIST FOR MANAGER, BUSINESS SERVICES

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

18. UNRANKED ELIGIBILITY LIST FOR OCCUPATIONAL THERAPIST, REGISTERED

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

19. UNRANKED ELIGIBILITY LIST FOR PHYSICAL THERAPIST, REGISTERED

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

20. ELIGIBILITY LIST FOR SECRETARY II

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

21. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

21.1 Personnel Assignments for May 1-31, 2020 were presented and reviewed.

21.2 Other Reports.

1. Wendy has been offered the position of Associate Superintendent of Administrative Services and she accepted, starting July 1, 2020.
2. The Executive Director of Personnel Services position has been posted. It closes on July 17, 2020.
3. The 2019/20 Classification/Compensation Study is still in process.
4. Koreena Hawthorne has been promoted to Manager, Business Services.
5. EDCOE continues in conversation regarding re-entry. A survey was sent to EDCOE employees with over 400 surveys returned.
6. Paul Jones, the new Facilities Director, will start on July 1, 2020.
7. Michael Gillespie, the new Executive Director of Charter Programs, will start on July 1, 2020.
8. MOUs with CSEA regarding the 18/19 Classification/Compensation Study have been finalized and are out for voting/ratification.
9. Carissa Lombardi has been hired as the new Administrative Assistant for Educational Services and will start on June 29, 2020.

22. **NEXT REGULAR MEETING:** Wednesday, August 26, 2020 at 5:10 p.m. via Zoom.

23. **ADJOURNMENT:** The meeting adjourned at 12:20 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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