

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, November 25, 2013

1. The regular meeting of the Marin County Office of Education Personnel Commission was held at the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA on Monday, November 25, 2013.
2. Ms. Zerkel convened the meeting at 5:01 p.m. **Call to Order**
3. Present for the meeting were Commissioners Catherine McKown, Arline Zerkel and Bill Bridges. The staff was represented by Ms. Tracee Edmunds, Ms. Carol Toepfer, Ms. Mary Jane Burke and Ms. Mary Batchelder. **Roll Call/Guests**
4. M/s/c /Bridges/Zerkel approved the agenda. **Agenda Approved**
5. Ms. McKown invited public comment on items not on the agenda. **Public Comment**
6. Ms. Burke administered the Oath of Office to Catherine McKown for reappointment on the Personnel Commission. **Oath of Office**
7. Ms. Burke addressed the commissioners with a summary of the Classification Study for classified personnel and Mary Batchelder was introduced as the lead on the classification study. **Classification Study**
8. M/s/c /Bridges/Zerkel approved the minutes for the meeting held October 21, 2013. **Minutes Approved**
9. M/s/c Bridges/McKown to elect Zerkel as Chairperson.
M/s/c Zerkel/McKown to elect Bridges as Vice Chairperson. **Election of Chairperson and Vice Chairperson**
10. Ms. Edmunds updated the commissioners on recruitment status for open classified position that is staff to the Personnel Commission. **Recruitment Update**
11. M/s/c McKown/Bridges moved to cancel the December 16, 2013 meeting. **Cancellation of December 2013 Meeting**
12. Ms. Edmunds, Personnel Director, reported on the following: **Personnel Director's Report**
 - Reviewed information on the CSPCA Annual Conference, February 6-9, 2014 in San Jose, CA. Ms. Mckown, Ms. Zerkel, Mr. Bridges, and Ms. Edmunds will be attending.
 - Reminded commissioners about the Holiday/Retirement celebration on December 9th.
 - Provided updates on goals (the November 25th Para "Refresher" Training) and also the Fingerprinting Labor Code 432.9 going into effect January 1, 2014.
 - Summarized the progress of CCS construction, to be completed Spring 2014.
 - Reviewed the status report for the period of October 21 to November 25, 2013. Current leaves, terminations, resignations and vacancies were reviewed.
13. Ms. Zerkel invited Commissioner items or reports not on the agenda: **Commissioners' Reports/Items**
 - Mr. Bridges spoke favorably about the Para "Refresher" training that he attended.
 - Ms. McKown recommended the Merit Systems Training Academy that Ms. Zerkel might be interested in attending.
14. M/s/c/Bridges/McKown requested to adjourn at 5:50pm **Adjournment**
15. The next meeting will be held on Monday, January 27, 2014 at 5:00 p.m. in the Board Room.



Tracee Edmunds
Secretary