

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 13, 2021

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 94903 and via video conference on Monday, December 13, 2021.

1. Ms. McKown convened the meeting at 3:37 p.m.
2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests via video conference: Nancy Malcolm CSEA Counsel 5013 President and CSEA Regional Communication Officer.
3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda as presented on the following roll call vote:
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None
4. Ms. McKown invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes for the meeting held November 15, 2021. Ayes: Foster, Mckown, Zerkel; Noes: None; Absent: None
6. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to hold the January meeting in a hybrid format allowing in-person and remote participation via videoconference by both the public and Commissioners. The format/location for the following month will be put on the agenda for action at each meeting.
7. Ms. McKown nominated Paulette Foster for Chairperson and Arline Zerkel for Vice Chairperson. Motion, seconded, and carried, Zerkel/Foster, the matter passed 3-0 to elect Paulette Foster as Chairperson and Arline Zerkel as Vice Chairperson. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
8. Ms. Edmunds reported on the following:
 - The MCOE Holiday Party/Retiree Celebration will be held December 15th.
 - Save the date for the Annual CSPCA 50th Anniversary from March 6-8.
 - Work is being done on updating the classification list with anticipated discussion being brought to the Commission early next year.
 - The layoff law change, AB 438, was signed into effect this fall requiring that permanent classified employees receive a notice of layoff no later than March 15. Layoff language will be updated in the Merit Rules.
 - Updates on the local handling of the Covid-19 pandemic. Review of Marin County positive case numbers. Vaccination events for 5-11 years of age are being hosted by MCOE and Marin Public Health around the county. 98% of all MCOE staff are vaccinated.
 - Recruitment efforts have increased, including promoting jobs in schools with front page stickers in the local newspaper. Focusing efforts in new areas such as recruitment cards to hand out to staff, family, friends, and vaccination events.
 - Reviewed status report for the period of November 11, 2021 – December 9, 2021. Current leaves, resignations, and vacancies were reviewed.
9. Ms. Foster invited Commissioners to report on items not on the agenda.
10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, Mckown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:22 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

2021-22 Meeting Calendar

**New Chairperson/
Vice Chairperson**

Personnel Director's Report

Reports/Items

Adjournment



Tracee Edmunds
Secretary