


MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 19, 2022

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, September 19, 2022.

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| <p>1. Ms. Foster convened the meeting at 3:33 p.m.</p> | <p><u>Call to Order</u></p> |
| <p>2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Josie Chavez. Guests: Christine Franceschi - Chapter 327 CSEA 2nd Vice President, Ashley Markovich - CSEA President, Nancy Malcolm - CSEA Council 5013 President and CSEA Regional Communication Officer, Debbie Aviron - CSEA Secretary.</p> | <p><u>Roll Call/Guests</u></p> |
| <p>3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended (dates on agenda item 6 updated to 12/1/22-12/1/25). Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <p><u>Agenda Approved</u></p> |
| <p>4. Ms. Foster invited the public to comment on items not on the agenda.</p> | <p><u>Public Comment</u></p> |
| <p>5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the minutes for the meeting held August 22nd, 2022. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <p><u>Minutes Approved</u></p> |
| <p>6. The Commission held a hearing on the nomination of Catherine McKown for the three-year term covering December 1, 2022 – December 1, 2025.</p> | <p><u>Personnel
Commission Vacancy
Hearing</u></p> |
| <p>7. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve the appointment of Catherine McKown to the Personnel Commissioner Vacancy. Ayes: Foster, Zerkel; Noes: None; Abstention: McKown.</p> | <p><u>Personnel
Commissioner
Vacancy Appointment</u></p> |
| <p>8. The Commission reviewed the drafted goals for the 2022-23 school year, including support for the classification study plan, enlarging applicant pools, and improving the on-boarding process</p> | <p><u>2022-23 Goals Report</u></p> |
| <p>9. The Approval of 2022-23 Personnel Commission goals. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <p><u>2022-23 Goals Approval</u></p> |
| <p>10. The Commission provided feedback to revise the drafted 2021-22 Personnel Commission Annual Report.</p> | <p><u>2021-2022 Annual
Report</u></p> |
| <p>11. Ms. Edmunds presented and reported the credentials analyst classification study.</p> | <p><u>Classification Study
Update</u></p> |
| <p>12. Ms. Edmunds reported on the following:</p> <ul style="list-style-type: none">• Benefits open enrollment; Job fair and the CSPCA-NC conference on October 3, 2022.• The soft opening of WCR for conference events this fall is moving forward with a full rescind of the Ranch Administrative Assistant and offering of extra hire work to laid off employees.• Updates on local handling of the Covid-19 pandemic. Review of Marin County positive case numbers and the extension of the Covid-19 supplemental paid sick leave to December 31st, 2022.• Review status report for the period of August 22nd – September 16th, 2022. Current leaves, resignations, and vacancies were reviewed. | <p><u>Personnel Director's
Report</u></p> |
| <p>13. Ms. Foster invited Commissioners to report on items not on the agenda.</p> | <p><u>Reports/Items</u></p> |
| <p>14. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:27 p.m.</p> | <p><u>Adjournment</u></p> |


Tracee Edmunds
Secretary