

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, December 12, 2022**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 12th, 2022.

1. Ms. Foster convened the meeting at 3:30 p.m. Call to Order

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: Mary Jane Burke – Superintendent, Laura Gonzalez – CSEA Interim President. Roll Call/Guests

3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended. Agenda Approved
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

4. Ms. Foster invited the public to comment on items not on the agenda. Public Comment

5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the minutes. Minutes Approved
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.


6. Ms. Foster nominated:
Arline Zerkel for Chairperson; Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to elect Arline Zerkel as Chairperson
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
Catherine McKown for Vice Chairperson; Motion, seconded, and carried, Zerkel/Foster, the matter passed 3-0 to elect Catherine McKown as Vice Chairperson.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None New Chairperson/
Vice Chairperson

7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the recommendation for the Allocation of the Credentials Analyst position to the Classified Management / Confidential Non-Exempt Salary Schedule. Classification Study
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

8. Ms. Edmunds reported on the following: Personnel Director's
Report
 - The Senior Director of Personnel position recruitment was finalized and Mr. Jason Richardson was selected.
 - CSPCA Annual Conference is January 22-24. Ms. Edmunds, Mr. Richardson, Ms. Foster, and Ms. McKown are registered to attend.
 - Walker Creek Ranch staff have been hired in limited term capacity in preparation for re-opening.
 - The new hire orientation process, presenting the packets to the commission.
 - 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 November 11th– December 9th, 2022. Current leaves, resignations, and vacancies were reviewed.

9. Ms. Zerkel invited Commissioners to report on items not on the agenda. Reports/Items

10. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to adjourn the meeting. Adjournment
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Zerkel adjourned the meeting at 4:43 p.m.


Tracee Edmunds
Secretary