

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 24, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, April 24th, 2023.

1. Dr. Zerkel convened the meeting at 3:40 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, Jason Richardson, and Mirna Errou. Guests: Christine Franceschi – CSEA 2nd Vice President, Debbie Aviron – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.

Roll Call/Guests

3. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Agenda Approved

4. Dr. Zerkel invited the public to comment on items not on the agenda. Nancy Malcolm, the CARA (California Alliance for Retired Americans) invited the commission to the "A Taste of Marin" event.

Public Comment

5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Minutes Approved

6. Ms. Edmunds provided an update on the classification study for the Licensed Vocational Nurse (LVN) and Occupational Therapist (OT). Feedback was received from OT's and LVNs with 100% participation in the survey respectively. There will be a meeting with CSEA on April 27 to provide an update and later this week and next week with the incumbents. The Paraeducator survey will begin in the next week. Updates will continue to be provided.

Classification Study

7. Discussion of the 2023-24 Personnel Commission Meeting Calendar was held.

**2023-24 Meeting
Calendar**

8. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2023-24 Personnel Commission meeting calendar.

**2023-24 Meeting
Calendar**

9. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to set a public hearing for the 2023-24 Commission Budget for May 22, 2023.

Public Hearing Set

10. Ms. Edmunds reported on the following:

**Personnel Director's
Report**

- Jason is participating in the champions of Merit training held by CSPCA.
- Important dates coming up, including classified professionals' day (April 26), staff appreciation (May 12), and end of year and retirement celebration (June 1).
- Personnel staff met with FCMAT staff at the end of March and continuing to participate in conversation. We anticipate 6–8-week frame to come back with results. We will hold all future department hiring decisions until the study is complete.
- The Business Office has reviewed the department structure and opened a number of positions.
- Upper Management (Cabinet) is reviewing their support needs. Positions are posted as identified.
- Walker Creek Ranch has reviewed the pilot program and identified that we will be reopening programs. The staffing structure will include a new position in a classification that was unfilled at the time of closure (Manager of Outdoor Education), 1 Ranch Cook, 2 Ranch Workers, and 5 Ranch Naturalists. We are offering restoration to employees on the reemployment list, by seniority.
- Updates on local handling of the Covid-19 pandemic.
- Review of the status report for the period of March 18, 2023 to April 21, 2023. Current leaves, resignations, and vacancies were reviewed.

11. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

12. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at
4:38pm

Adjournment



Tracee Edmunds
Secretary

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