

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 22, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 22nd, 2023.

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| <p>1. Dr. Zerkel convened the meeting at 3:30 p.m.</p> | <u>Call to Order</u> |
| <p>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 and Peggy Allen-Winslow – CSEA Job Steward.</p> | <u>Roll Call/Guests</u> |
| <p>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.</p> | <u>Agenda Approved</u> |
| <p>4. Dr. Zerkel invited the public to comment on items not on the agenda.</p> | <u>Public Comment</u> |
| <p>5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Minutes Approved</u> |
| <p>6. Ms. Edmunds and Mr. Richardson provided an update on the classification study for the Occupational Therapist (OT), Licensed Vocational Nurse (LVN), and Paraeducator. The drafted job description for the Occupational Therapist (OT) and the Licensed Vocational Nurse (LVN) were reviewed with the incumbents, special education administration, and the cabinet.</p> <p>Feedback was received from Paraeducator with 60% participation in the survey. There were two informational meetings with CSEA and Paraeducators incumbents in April and May. Updates will continue to be provided.</p> | <u>Classification Study Update</u> |
| <p>7. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the drafted job descriptions for the Occupational Therapist and the Licensed Vocational Nurse.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> <p>Ms. Edmunds and Mr. Richardson provided a review of proposed drafted job description for new positions:</p> <ul style="list-style-type: none">• Administrative Specialist I• Administrative Specialist II• Assistant Special Projects Manager• Special Projects Manager <p>Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the position titles for the drafted new positions.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Classification Title Approvals</u> |
| <p>8. Discussion of proposed amendments to the 2023-24 Personnel Commission Meeting Calendar was held.</p> | <u>2023-24 Meeting Calendar</u> |
| <p>9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2023-24 Personnel Commission meeting calendar.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>2023-24 Meeting Calendar Approval</u> |
| <p>10. Held public hearing for amended 2022-23 Personnel Commission Operating Budget.</p> | <u>Public Hearing 2022-23 Budget Revision</u> |
| <p>11. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve the 2022-23 Personnel Commission Operating Budget.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>2022-23 Budget Approval Revision</u> |
| <p>12. Held public hearing for amended 2023-24 Personnel Commission Operating Budget.</p> | <u>Public Hearing</u> |
| <p>13. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the 2023-24 Personnel Commission Operating Budget.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | |

14. Ms. Edmunds & Mr. Richardson reported on the following:

**Personnel Director's
Report**

- Update on the window project. Start date pushed to July 2023.
- June review of Merit Rules, specifically in the area on layoff for classified employees.
- Update on classified professionals' day (April 26) and staff appreciation (May 18).
Year end retirement celebration (June 1).
- 2024 CSPCA Conference will be held on March 3 -5, 2024.
- Personnel Department update.
- Walker Creek Ranch reopening.
- Training opportunities for MCOE staff: We had 8 trainings in the past 8 weeks.
- Updates on local handling of the Covid-19 pandemic.
- Review of the status report for the period of April 22, 2023 to May 19, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

16. 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 4:49pm

Adjournment



Tracee Edmunds
Secretary

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