

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, June 24, 2019**

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 on Monday, June 24, 2019.

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

2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Nancy Malcolm (CSEA Council 5013) and Vicki Ascher. **Roll Call/Guests**

3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda. **Agenda Approved**

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

5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 2-0-1 to approve the minutes for the meeting held May 20, 2019. **Minutes Approved**

6. Ms. Edmunds reported on the 2018-19 Personnel Commission goals. **Goals Report**

7. Discussed Personnel Commission goals for 2019-20. Drafted goals will be brought forward for the July 22, 2019 Personnel Commission meeting. **Goals Report**

8. Ms. Edmunds provided an update on the classification study. The Accounting Control Series work continues. Responses to the classification questionnaire have been received for all 9 incumbents in the Accounting Control Series job family as of last week. The job descriptions are currently under review with working drafts in process taking into account the responses from the employees and the supervisors. **Classification Study**

9. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Welcomed new Personnel Commissioner Paulette Foster and provided onboarding paperwork in June. Ms. Foster was appointed and sworn in at the June 11th board meeting.
 - The Year End Event was held June 6th celebrating 10 retirees. Over 100 employees attended.
 - Golden Bell celebrated a number of MCOE staff on May 23rd including Classified staff members Terri Nadell and Vima Trinidad.
 - Schools Rule Marin event will be held July 1st. Commissioners' invites are included in their packets.
 - CSPCA Annual Conference will take place February 20-22.
 - Follow up to research on the requirement of letters of recommendation. Based on responses from colleagues we are seeing movement in providing flexibility around the requirement of letters of recommendation.
 - Training update – Working with CSEA to identify past training participation and ways to support employees in training opportunities. A survey was sent to CSEA staff to better understand training needs.
 - Reviewed status report for the period of May 20, 2019 – June 24, 2019. Current leaves, resignations, and vacancies were reviewed.

10. Ms. McKown invited Commissioners to report on items not on the agenda. **Reports/Items**

11. Motion, seconded, and carried, Zerkel/Foster the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:48 p.m. **Adjournment**



Tracee Edmunds
Secretary