

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 20, 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, May 20, 2019.

1. Ms. McKown convened the meeting at 3:33 p.m. in honor of Commissioner William (Bill) Bridges, who passed away May 15. **Call to Order**

2. Present for the meeting were Commissioners Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Laura Gonzalez, Michael Ghebregziabher. **Roll Call/Guests**

3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 2-0 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 to approve the minutes for the meeting held April 22, 2019. **Minutes Approved**

6. Ms. McKown opened the public hearing on the 2019-20 Personnel Commission budget. **Public Hearing on 2019-20 Budget**

7. Motion, seconded, and carried, Zerkel/McKown; the matter passed 2-0 to approve the 2019-2020 proposed budget. **Approval of 2019-20 Budget**

8. Ms. Edmunds provided an update on the classification study, including the updated classification list reflecting the last review date for each classification. The Accounting Control Series work has begun. Meetings were held with CSEA and the managers in April, and all 9 incumbents on April 29. Responses to the questionnaire are due May 20. **Classification Study**

9. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - In memoriam information was sent to the CSPCA Executive Director George Cole regarding Bill Bridges' passing.
 - The new Commissioner will be Paulette Foster. She will be confirmed at the June 11th Board meeting.
 - Goals:
 - The MCOE Job Fair took place May 8th at MCOE.
 - Tracee attended the May 15th job fair at San Rafael Community Center. It was well attended with potential custodial, secretarial, OT, and paraeducator candidates.
 - Reviewed status report for the period of April 22, 2019 – May 20, 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/McKown the matter passed 2-0 to adjourn the meeting in honor of Commissioner William (Bill) Bridges. Ms. McKown adjourned the meeting at 4:11 p.m. **Adjournment**



Tracee Edmunds
Secretary