

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 22, 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, April 22, 2019.

1. Ms. McKown convened the meeting at 3:32 p.m. **Call to Order**

2. Present for the meeting were Commissioners Catherine McKown, Bill Bridges and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Vicki Ascher, and Christine Franceschi. **Roll Call/Guests**

3. Motion, seconded, and carried, Zerkel/Bridges; 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, Bridges/Zerkel; the matter passed 3-0 to approve the minutes for the meeting held March 25, 2019. **Minutes Approved**

6. Ms. Edmunds provided an update on the classification study, including the updated classification list reflecting the last review date for each classification. The job family being reviewed next is the Accounting Control Series. Meetings have already been held with CSEA and the managers. The roll out with the incumbents will happen before the next Personnel Commission meeting. There will be more information at the May meeting. **Classification Study**

7. Motion, seconded, and carried, Bridges/Zerkel; the matter passed 3-0 to set a public hearing for the 2019-2020 Commission Budget for May 20, 2019. **Public Hearing**

8. Ms. Edmunds reported on the following: **Personnel Director's Report**
 - Supported CSEA in the process of selecting the appointee for the CSEA Personnel Commissioner. Invited Vicki Ascher, CSEA President to update the Commission. Ms. Ascher announced the new Commissioner will be Paulette Foster. She will be confirmed at the June 11th Board meeting.
 - Ms. Ascher announced Bill Bridges and Adriane Lommel will be awarded CSEA Retiree of the Year and CSEA Service Award respectively at the regional CSEA awards.
 - Received follow up on the letters of recommendation survey from 18 LEAs and COEs. Trends point toward districts not requiring letters of recommendation. MCOE is looking at the data and our practices.
 - Save the date for the 2020 Annual CSPCA Conference in San Francisco on February 20-22.
 - Goals:
 - Confirmed that the scanning project is now complete.
 - Job Fairs are scheduled for May 8th at MCOE and May 15th at San Rafael Community Center.
 - Reviewed status report for the period of March 25, 2019 – April 22, 2019. Current leaves, resignations, and vacancies were reviewed.

9. Ms. McKown invited Commissioners to report on items not on the agenda.
 - Mr. Bridges advocated for CSEA and Administration to collaborate on training that is fine-tuned to meet the specific needs of staff and coordinated for different levels of learning. **Reports/Items**

10. Motion, seconded, and carried, Bridges/Zerkel the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:17 p.m. **Adjournment**



Tracee Edmunds
Secretary