

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 22, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, January 22nd, 2024.

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| <p>1. Ms. McKown convened the meeting at 3:30p.m.</p> | <u>Call to Order</u> |
| <p>2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Nancy Dunns – CSEA Treasurer.</p> | <u>Roll Call/Guests</u> |
| <p>3. Motion, seconded, and carried, Foster/Zerkel; 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. Ms. McKown invited the public to comment on items not on the agenda.</p> | <u>Public Comment</u> |
| <p>5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Minutes Approved</u> |
| <p>6. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve the Amended minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.</p> | <u>Amended Sept, Oct, & Nov. Minutes Approved</u> |
| <p>7. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS).</p> | <u>Classification Study Update</u> |
| <p>8. Commissioner McKown was appointed to the Classification Study Stakeholder Committee, Commissioner Foster will serve as an alternate.</p> | <u>Appointment of Personnel Commissioner to the Stakeholder Committee</u> |
| <p>9. Mr. Richardson reported on the following:</p> <ul style="list-style-type: none">• 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy.• Personnel Department Update• Review of status report for the period of December 13, 2023 – January 18, 2023. Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| <p>10. Ms. McKown invited Commissioners to report on items not on the agenda.</p> | <u>Reports/Items</u> |
| <p>11. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 4:02pm.</p> | <u>Adjournment</u> |

Jason Richardson
Secretary

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