

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, January 27, 2020**

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, January 27, 2020.

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| 1. Ms. Zerkel convened the meeting at 3:33 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds and Erin Feely. Guests: Terri Nadell | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0-1 to approve and adopt the agenda. | <u>Agenda Approved</u> |
| 4. Ms. Zerkel invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 2-0-1 to approve the minutes for the meeting held December 16, 2019. | <u>Minutes Approved</u> |
| 6. Ms. Edmunds provided an update on the progress of the classification studies for the Accounting Control Series. The revised job descriptions were approved by the Board on December 16, 2019. Work on the salary survey has moved forward and negotiations will take place in February. | <u>Classification Study</u> |
| 7. The Commission reviewed the drafted 2020-21 Personnel Commission meeting calendar. It will be put on the agenda for approval at a future meeting. | <u>2020-21 Meeting Calendar</u> |
| 8. Ms. Edmunds reported on the following: <ul style="list-style-type: none">• CSPCA Annual Conference will take place February 20-22, 2020 in San Francisco.• Safety Training was held for all staff on 1/27/20.• The Board passed a layoff resolution for Walker Creek Ranch managers. There are currently no other layoff resolutions for classified positions.• Reviewed status report for the period of December 16, 2019 – January 27, 2020. Current leaves, resignations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. Ms. Zerkel invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 10. Motion, seconded, and carried, McKown/Zerkel the matter passed 2-0-1 to adjourn the meeting. Ms. Zerkel adjourned the meeting at 4:07 p.m. | <u>Adjournment</u> |



Tracee Edmunds
Secretary