

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, October 28, 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, October 28, 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: Vicki Ascher and Mary Jane Burke.

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, Foster/Zerkel; the matter passed 3-0 to approve the minutes as amended for the meeting held September 23, 2019.

Minutes Approved

6. Ms. Burke administered the Oath of Office to Catherine McKown for reappointment to the Personnel Commission.

Oath of Office

7. Work continues on the Accounting Control Series. CSEA completed their review and are recommending a new title for the Account Clerk position (Accounting Technician I) and updating the Accounting Technician position to reflect a title of Accounting Technician II. Their request is being reviewed and anticipated approval will come forward at the November Personnel Commission meeting.

Classification Study

8. Ms. Edmunds reported on the following:

Personnel Director's Report

- Northern California CSPCA was held on October 24 at Fremont Unified attended by Ms. Edmunds and Commissioners Foster and McKown.
- CSPCA Annual Conference will take place February 20-22, 2020 in San Francisco.
- Implementation of changes to the agenda and sign-in procedures as directed at the September meeting. The speaker cards and instruction card are now available next to the sign-in sheet.
- Reviewed status report for the period of September 23, 2019-October 28, 2019. Current leaves, resignations, and vacancies were reviewed.

9. Ms. McKown invited Commissioners to report on items not on the agenda.

Reports/Items

10. Motion, seconded, and carried, Zerkel/Foster the matter passed 3-0 to adjourn the meeting. Ms. McKown adjourned the meeting at 4:14 p.m.

Adjournment



Tracee Edmunds
Secretary