

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, September 23, 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, September 23, 2019.

1. Ms. McKown convened the meeting at 3:30 p.m.
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: Terri Nadell.
3. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to approve and adopt the agenda.
4. Ms. McKown invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Foster/McKown; the matter passed 2-0-1 to approve the minutes for the meeting held August 26, 2019. Ms. Zerkel was absent for the August 2019 meeting.
6. Commissioner McKown left the room for items 6 and 7. The Commission held a hearing on the nomination of Catherine McKown for the three year term covering December 1, 2019-December 1, 2022.
7. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve the appointment of Catherine McKown to the Personnel Commissioner Vacancy.
8. Ms. Edmunds reported on the following:
 - Northern California CSPCA will be on October 24 at Fremont Unified.
 - CSPCA Annual Conference will take place February 20-22, 2020 in San Francisco.
 - Benefits Open Enrollment deadline to submit changes is September 30.
 - Update on the research to support members of the public wishing to address the Commission. The recommendation is a practice of using a sign-in instruction sheet directing those interested in addressing the Commission to complete a speaker card and speak for no more than 5 minutes. This procedure would enable the Chair to point to the practice and prevent any public participation outside the parameters identified and would also help the members of the public understand their ability to address the Commission.
 - The review of the reclassification request received from an individual Administrative Secretary was completed and the Administrative Secretary position serving the grants office is being reclassified to a Senior Administrative Secretary retroactive to July 1, 2018.
 - Work continues on the Accounting Control Series for the Classification Study.
 - Reviewed status report for the period of August 26, 2019 – September 23, 2019. Current leaves, resignations, and vacancies were reviewed.
9. Ms. McKown invited Commissioners to report on items not on the agenda.
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.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

**Personnel Commissioner
Vacancy Hearing**

**Personnel Commissioner
Vacancy Appointment**

**Personnel Director's
Report**

Reports/Items

Adjournment



Tracee Edmunds
Secretary