



MARIN COUNTY PERSONNEL COMMISSION

Quarterly Meeting Minutes

January 17, 2024

Marin County Civic Center, Room 410B

PRESENT: Patrice Goldman, Chair
Carla Halyard, Commissioner
Jennifer Gotti, Commissioner
Azalea Renfield, Commissioner

STAFF: Christina Cramer, Human Resources Director
Vicky Willard, Human Resources Assistant Director
Roger Crawford, EE Director
Lisa LI, ELR Director
Sarah Anker, County Counsel
Kerry Gerchow, Deputy County

The Meeting was called to order at 9:30 AM by Chair Goldman

1. Roll Call

2. Approve Agenda of January 17, 2023

Motion (Gotti/Halyard) to approve the Agenda of January 17, 2024

Ayes Unanimous

3. Approve Minutes from Quarterly Meeting on November 8, 2023

Commissioner Goldman asked why the discussion regarding the new Chair wasn't on the minutes.

Christina Cramer responded that the discussion had been part of an open discussion and not part of the official meeting, so it wasn't in the minutes.

Motion (Goldman/Halyard) to approve the minutes from Quarterly Meeting on November 8, 2023

Ayes (Goldman/Halyard/Gotti)

Abstain Commissioner Renfield did not attend the November 8, 2023 quarterly meeting so she abstained from voting.

Approve Minutes from Special Meeting on December 1, 2023

Ayes (Unanimous)

4. Open time for items not on the agenda and for public expression

No public comment



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Copies of documents are available in alternative formats, upon request.

Late agenda material can be inspected in the office of the Executive Secretary to the Commission, between the hours of 9:00 a.m. and 4:00 p.m. weekdays in Room 415 of the Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

5. Director's Report

Christina Cramer introduced Vicky Willard, the new HR Assistant Director to the Commission. Christina also introduced Roger Crawford HR Equal Employment Director, Lisa Li, Employee Labor Relations Director and Sarah Anker with County Counsel. Christina distributed an org chart for Human Resources and discussed the group's roles and responsibilities.

There is no update on filling the vacant Commissioner position, Christina will have Administrative Assistant, Caitrin Devine follow up with the Board of Supervisor's Clerks.

6. Election of 2024 Personnel Commission Chair and Vice Chair.

Commissioner Renfield suggested Commissioner Goldman serve as Chair for 2nd term and Commissioner Gotti serve as Vice Chair.

Commissioner Gotti expressed wanting to be Chair but has reservations since she is not an attorney.

She was reassured that isn't necessary to have an attorney as chair.

Motion (Renfield/Halyard) to elect Commissioner Gotti as Chair and Commissioner Goldman as Vice Chair.

Ayes Unanimous

7. Discussion Regarding External Investigators

Christina Cramer presented a PowerPoint presentation discussing how departments (excepting Health and Human Services) do not have HR positions within their departments. Employment Equity and Opportunity (EEO) division conducts investigations. Employment and Labor Relations (ELR) is too small to conduct investigations.

Christina Cramer then discussed steps that are taken to determine whether investigation is done internally by HR staff or if an external investigator is used. There is a higher number of internal investigations and there is planning to cut back on external investigations.

Christina Cramer discussed the firms we use as external investigators. Generally, Roger Crawford makes determination of policy violations.

External investigators work as fact finders and other policy findings HR and County Counsel determine future steps. The Health and Human Services (HHS) HR team doesn't report to HR. Want to create an MOU with HHS HR team to ensure HR programs are the same across all departments.

Commissioner Goldman asked if firms are on retainer or paid per investigation.

Roger Crawford explained that we have contracts with firms.

Christina Cramer discussed in the future having master agreements, so they don't have to do multiple contracts.

Commissioner Renfield asked about PMRs 20 and 21 and what triggers to use an outside firm and if County Counsel does investigations.

Sarah Anker explained the process for deciding on why to use an external investigator and responded that County Counsel doesn't do investigations.

Commissioner Goldman asked who determines which firm to use.

Roger Crawford responded that he decides PMR 21 on whether to use outside firm or if Roger will lead the investigation. For PMR20 Lisa Li, Christina Cramer and Sarah Anker will talk and determine who investigates.

Commissioner Halyard asked how County Counsel is involved.

Sarah Anker responded that Sarah, Renee Brewer and Kate Standford advise the county in all HR matters. In an investigation, they may work with County Attorney assigned to that department.

Christina Cramer noted it's best to have employment experts in County Counsel to advise on HR matters.

Renfield asked where OOE is housed.

Christina Cramer responded that OOE is in the County Executive Office as much of the work is outward facing. HR works with OOE on internal focus.

Sarah Anker noted that it's good to have various firms to show diversity and that the investigation firm is working independently.

8. Discussion & Agenda Planning for 2024 Quarterly Meetings

Christina Cramer noted that there are no scheduled hearings. They are in the middle of settlement discussions on two cases and there is another that is not ready to schedule.

Christina Cramer updated the Commission on the PMR project process that was started in 2014 when a team of HR and union representatives went through review process in 2014/2015. Then went through more changes in 2017 and they came to a Tentative Agreement (TA).

Christina Cramer doesn't know if Personnel Commission ever reviewed the project as it has never been completed. When Christina Cramer started, the Unions started asking to complete the project.

Christina Cramer has been reviewing the PMRs and scheduled a meeting with the Unions for 2/8/24. Christina might bring this to the Personnel Commission at future meetings. Need to find a path forward that involves the Commission.

Commissioner Goldman noted that in the past Roger Crawford had done a presentation to the Commission on DEI and she would like to have another similar presentation in the future.

Commissioner Renfield wanted to know about the Human Rights Commission (HRC).

Christina Cramer let her know that the HRC is on pause right now. The Board of Supervisors is looking to review some of the county Commissions.

Commissioner Goldman asked if there is a report the Personnel Commission needs to give to the Board of Supervisors.

Christina Cramer responded that the report has already been completed and submitted to the Board of Supervisors.

Commissioner Goldman wants to make sure the Commission is adding value. In the future she would like to continue to discuss how policies like DEI and education are doing internally to improve moral and personnel functions and development. Look into what departments are doing regarding personnel issues.

Christina Cramer let the commission know that as a part of the budget process she will be giving a report on vacancies, hires and demographics of the county organization and she can review this in June/July with the Commission.

Commissioner Goldman is curious about what other departments are doing to improve personnel relations.

Christina Cramer responded that with the Chair and Vice Chair HR can flush more what they would like to learn more about.

Commissioner Halyard expressed interest in meeting new department heads and getting updates in the Director reports about various departments with an emphasis on diversity.

It was noted that the Board of Supervisor meetings are moving to two meetings a month for 2024.

HR will add an open session for Commission Discussion on future agendas.

Commissioner Renfield asked if there was an engagement survey planned.

Christina Cramer responded that there is an engagement survey planned and that will be a good agenda item to report back to the Commission on.

9. Adjournment at 10:46AM

Motion (Renfield/Halyard) to adjourn the meeting.

Ayes Unanimous

Upcoming Meetings:

Date	Time	Location	Topic
4/17/24	9:30AM	410B	Quarterly Meeting
7/17/24	9:30AM	410B	Quarterly Meeting
10/16/24	9:30AM	410B	Quarterly Meeting