

MARIN COUNTY PERSONNEL COMMISSION

Quarterly Meeting Minutes

November 08, 2023

Marin County Civic Center, Room 255

PRESENT: Patrice Goldman, Chair
Carla Halyard, Commissioner
Leonor Noguez, Commissioner
Jennifer Gotti, Commissioner
Maureen Hochler, Alternate Commissioner

STAFF: Christina Cramer, Human Resources Director
Caitrin Devine, Executive Assistant – Human Resources
Kerry Gerchow, Deputy County

The Meeting was called to order at 9:32 AM by Chair Goldman

1. Roll Call

2. Approve Agenda of November 08, 2023

Motion (Halyard/ Noguez) to approve the Agenda of November 08, 2023

Ayes Unanimous

3. Approve Minutes from Quarterly Meeting on July 10, 2023

Motion (Halyard/Noguez) to approve the minutes from Quarterly Meeting on July 10, 2023

Ayes Unanimous

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

(Up to three (3) minutes per speaker)

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No public comment

5. Director's Report

ELR Director Lisa Li has been hired. Lisa Li worked with the LA unified school district. Staffing in that unit has been difficult as key personnel are out on extended leave.

Assistant Director Victoria Willard has been hired and will start in January 2024. Victoria Willard has been with Sonoma County since 2008 has been an analyst in multiple depts



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

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and was EEO director for County of Sonoma and has a lot of training in diversity and inclusion.

Law enforcement oversight committee is coming, and Human Resources will be working on establishing job class for those rolls and has an ancillary component in that process.

Human Resources had a consultant conduct a report on their hiring process. Will be working on those recommendations and focusing on ways to streamline the process.

6. Discussion of availability of Commissioners for upcoming hearings.

Need to reschedule Discipline Appeal D23-02 - Continuance granted for hearing scheduled for 11/8/23 Hearing due to illness of Counsel.

Commissioners found some dates that worked which they will hold. Caitrin will communicate with Counsel and confirm the new hearing date for Discipline Appeal D23-04 via email to Commissioners.

7. Discussion on Personnel Commission Related Committees and Topics for Discussion at Future Meetings.

Commissioner Goldman asked if any Committees currently report to the Personnel Commission or if any committees reported to the Commission previously.

Commissioners Gotti and Halyard noted that the Women's Commission used to come and present to the Personnel Commission and the Human Rights Commission came once, many years ago.

Cramer noted that the Affirmative Action Advisory Committee that was set up to report to the Personnel Commission doesn't exist anymore. Christina checked with Roger Crawford, and he said it hasn't been an active committee for at least three years. There was an application on file dated 2019, that asked about diversity and inclusion focused questions. It appeared this committee was an early effort to focus on DEI issues and went dormant during Covid and is not a current committee. There is now an Equity director and positions focused on these endeavors that work with Human Resources. The county has since set up other areas around DEI.

Commissioner Noguez noted that looking at the disbanded committee and it appears that the Committees' duties have been taken over by more robust and internalized structures within the County.

Christina Cramer discussed how there was also a working group focused on updating the PMRs. There was a point previously where this group believed they had completed everything. The group started in 2014 and then last conversations were had in 2016. Staff accounts say that the plan had been to put all those PMR updates through in one large update. Then labor negotiations began, and with staff turnover, Covid etc., further negotiations stalled that project.

No other Committees were found in review.

Commissioner Goldman reiterated that she wants to make sure the Commission is doing everything it can.

Commissioner Goldman questioned if the Commission wanted to look more into investigations or wait to see what comes before us as a Commission.

Commissioner Gotti asked if the decisions made by the Commission are making a difference. It appears that some of these issues could be part of departmental culture.

Kerry Gerchow noted that what the Commission is seeing in hearings is a small, specific, fact pattern of an issue within a hearing. This is a very confidential process so when it is appropriate a Department Head can be asked to voluntarily come to the Commission and meet and discuss processes within the department.

Commissioner Halyard suggested that the Commission could offer the option for Department Heads to come discuss culture within their department after a hearing.

Kerry Gerchow noted that the Commission has certain power during a hearing that the Commission doesn't have overall.

Commissioner Noguez stated that if the commission saw a potential pattern of behavior, it would make sense to bring that concern to the Board. However, we don't want to overstep our authority as a Commission.

Kerry Gerchow advised that this is a unique Commission that hears very confidential information during hearings and that can't be referenced outside of a hearing.

Christina Cramer clarified that under the policy advisory portion of bylaws the Commission can make recommendations to Human Resources Director or County Administration about areas of improvement in policy. If the Commission wants to invite a Department Head to a meeting, they should plan out what a conversation with a department head would be like.

Commissioner Hochler noted that if the Commission saw a potential issue, they would make a recommendation to Human Resources or the Board and keep themselves neutral.

Kerry Gerchow clarified that the main purpose of this Commission is to hear and rule on these hearings on confidential matters. Recommendations could be made by the Commission for Human Resources, or the Board and the Commission may not hear further on those matters.

Commissioner Goldman responded that the Commissioners see incidents in hearing facts, that are concerning, and they would like to do more than just conduct hearings. The question is what more that the Commission can do. She asked if there is anything the Commission can do to support a department in making needed changes.

Christina responded that Human Resources is working to support the County in making any needed improvements of the culture within the County system.

Human Resources can review tools and processes and procedures that are in place to address workplace issues or complaints with the Commission. The Commission can then ask questions or offer recommendations on policies and programs that are in place to address these issues.

Kerry Gerchow stated that she doesn't want to minimize the impact of the commission and that reviews of progressive discipline procedures with the Human Resources Director would be appropriate.

Commissioner Goldman responded that maybe a first step is to educate us on the processes in place.

Commissioner Noguez agreed that it would be helpful to get a review of what protections and procedures are in place for staff.

Commissioner Goldman would like to hear how investigation firms are hired/retained. Maybe focusing on educating the commission on processes and procedures and what is being done to improve employee relations and protections.

Christina Cramer suggested adding an agenda item at the January meeting to discuss the use of outside investigators within Human Resources, both how they are used and how they are selected.

Commissioner Goldman then requested an Agenda item at the end of the January meeting where the Commission can outline discussion items for the rest of the 2024 Quarterly Meetings.

Commissioner Goldman thanked Commissioner Noguez for her service to the Commission.

Commissioner Noguez responded that she was grateful for the opportunity to serve and has enjoyed the time.

Kerry Gerchow let her know that she has been an asset to the county.

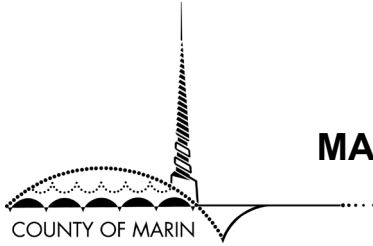
8. Adjournment at 11:06AM

Motion (Noguez/Gotti) to adjourn the meeting.

Ayes Unanimous

Upcoming Meetings:

Date	Time	Location	Topic
TBD	9:30AM	TBD	Special Meeting



MARIN COUNTY PERSONNEL COMMISSION

Special Meeting

Special Meeting
December 1, 2023
Marin County Civic Center
3501 Civic Center Drive, Room 410B

MINUTES

PRESENT: Patrice Goldman, Chair
Jennifer Gotti, Commissioner
Carla Halyard, Commissioner
Leonor Noguez, Commissioner
Maureen Hochler, Alternate Commissioner

STAFF: Christina Cramer, Human Resources Director
Caitrin Devine, Administrative Assistant III
Kerry Gerchow, Deputy County Counsel

APPEARANCE IN THE MATTER D23-04: Kate Stanford, County Counsel
Roland Katz, MAPE

Friday, December 1, 2023

The meeting was called to order at 9:35AM by Chair Goldman

- 1. Roll Call**
- 2. Approve Agenda of December 1, 2023**
MOTION (Noguez/Gotti) to approve the Agenda of December 1, 2023
AYES Unanimous
- 3. Open time for items not on the agenda and for public expression**
(Up to three (3) minutes per speaker)

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None present



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The hearing remained in open session as appellant did not request a closed session.

4. Personnel Commission convened to hear Discipline Appeal D23-04

5. Closed Session

- a. Personnel Commission convened in closed session to deliberate Discipline Appeal D23-04 (*Cal. Gov. Code sec. 54956.9*)

Reconvened in open session at 2:40PM

6. Report Out of Closed Session

- a. Commission, with Counsel Approval for extension will deliver decision on 1/15/24.
- b. Final thanks to Commissioner Noguez
- c. Next Commission Meeting is 1/17/24.

7. Adjournment at 3:05pm

MOTION (Noguez/Halyard) to adjourn the meeting.
AYES Unanimous