



## MARIN COUNTY PERSONNEL COMMISSION

Quarterly Meeting Minutes

April 17, 2024

Marin County Civic Center, Room 410B

**PRESENT:** Jennifer Gotti, Chair  
Carla Halyard, Commissioner  
Azalea Renfield, Commissioner  
Maureen Hochler, Commissioner

**STAFF:** Christina Cramer, Human Resources Director  
Caitrin Devine, Human Resources Administrative Assistant  
Lana Adlawan, Director of County Library Services

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

**1. Roll Call**

**2. Approve Agenda of April 17, 2023**

**Motion** (Halyard/Hochler) to approve the Agenda of April 17, 2024

**Ayes** Unanimous

**3. Approve Minutes from Quarterly Meeting on January 17, 2024**

**Motion** (Halyard/Hochler) to approve the minutes from Quarterly Meeting on April 17, 2024

**Ayes** Unanimous

**4. Commissioner Hochler is welcomed to the Commission at her first meeting as an official commissioner.**

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

No public comment

**6. Director's Report**

Christina Cramer reminded the Commission that the new County Executive, Derek Johnson starts on Monday April 29<sup>th</sup>. Derek was previously working for the City of San Luis Obispo.

The current Agricultural Commissioner, Stephen Parnay, is retiring this July. Human Resources is doing the recruitment for this position. This is a specialized position with a very small candidate pool of people with specialized state licenses. The plan is to have hired a replacement by the time he retires.



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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.

Review of March budget presentation. The County's vacancy rate is lower than last year 13% rate. The County is still a little below private sector with behavioral health and engineers.

Law enforcement is holding ok with new recruits but some concerns around retention and lateral hires. Retention of Communication dispatchers is a challenge. Fire just updated model to now take on dispatch for all Marin agencies. They are having more success than Sheriffs with recruitment.

Probation is having issues with retention for deputy officers. A little better than other nearby agencies. A lot of this appears to be around retirement separations vs. leaving for another job. Turnover rate is lowering from 12% to 9%,

Gotti, sometimes departures go in spurts.

The candidate pool is improving. They are shortening the length from requisition to job offer. HR is working to keep time to hire down to 80 days or less.

Stay survey results are in but haven't been analyzed yet so this will be for the next meeting.

Human Resources with the equity office within the Office of County Executive is working on new equity learning programs and listening projects.

Commissioner Halyard noted that it was good work of Human Resources in lowering hiring time.

Commissioner Renfield inquired regarding County Executive recruitment. Specifically, who was involved and did Christina Cramer get to sit in on that process.

Christina Cramer responded that the County used Murray and Associates recruiting firm, with two interview panels. One made up of department heads and the other of industry peers. The Board of Supervisors did two rounds of interviews.

Commission Halyard inquired as to how many applicants for the County Executive Position.

Christina Cramer responded that there were about thirty initial applicants that were whittled down to twelve and then seven and finally down to four final candidates,

Commissioner Hochler inquired as to how many county staff are eligible for retirement.

Christina Cramer responded that human resources hasn't run that data, and it is difficult to determine as you need to find how many are eligible for age or seniority.

Commissioner Gotti commented that it's hard to figure out as people can factor in sick leave and other factors that can impact retirement eligibility.

Christina Cramer noted that since the county doesn't pay into Social Security you need to have enough earnings banked in retirement funds to retire.

Commissioner Halyard noted that employees can retire by giving notice.

Commissioner Renfield asked how Marin County compares to CALPERS.

Christina Cramer responded that Marin County is a 37-act county. It's not pooled. It's a smaller pool of organizations.

Commissioner Gotti inquired if the County still pays for medical benefits for retirees.

Christina Cramer responded that the County has lowered that eligibility down so now it's down to maybe \$100 a month for newer employees. Not having retiring medical does presumably increase retention. The retirement benefit formula has changed.

7. Presentation on [Library Strategic Equity Plan](#) by Lana Adlawan, Library Director
8. Scheduling discussion regarding upcoming potential Discipline Appeal D24-02 Hearing Commissioners Gotti and Renfield are out in June. Commissioner Halyard is out in a lot of May and Commissioner Gotti busy with work throughout May.
9. Open Discussion time for Commissioners inquiries to Human Resources

There was discussion of having a meet and greet with the new County Executive and budget presentation in July, if there isn't a hearing scheduled.

Other proposed options were having a presentation by the Equity Officer who is working on a new DEI training course for the County.

**10. Adjournment at 10:46AM**

**Motion** (Renfield/Halyard) to adjourn the meeting.

**Ayes** Unanimous

Upcoming Meetings:

Date	Time	Location	Topic
7/17/24	9:30AM	143D	Quarterly Meeting
10/16/24	9:30AM	410B	Quarterly Meeting