



# MARIN COUNTY PERSONNEL COMMISSION

## Quarterly Meeting

Quarterly Meeting  
April 16, 2025 Marin County Civic Center  
3501 Civic Center Drive, Room 410B

### MINUTES

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

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

**Wednesday, April 16, 2025**

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

#### 1. Roll Call

#### 2. Approve Agenda of April 16, 2025

**MOTION** (Halyard/Hochler) to approve the Agenda of April 16, 2025  
**AYES** Unanimous

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

*(Up to three (3) minutes per speaker)*

*While members of the public are welcome to address the Commission, under the Brown Act, Commissioners may not deliberate or act on items not on the agenda, and generally may only listen.*

None

#### 4. Approve Minutes from Quarterly Meeting on January 15, 2025

**MOTION** (Hochler/Halyard) to approve the minutes from January 15, 2025  
**AYES** Unanimous



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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. Scheduling discussion for Discipline Appeal D25-01.**

Potential dates identified for a 2-day hearing were 5/28 & 5/29, 7/15-7/17 and 7/23 & 7/24.

**6. Directors Report**

Derek Johnson, County Executive, has been working on a significant organizational change within his office. Risk Management has moved to Human Resources as part of that reorganization. The Risk team is now reporting to the Assistant Director Viky Willard. HR is working on getting a Leaves division which would include workers compensation. The Risk Manager has left and now the Occupational Health and Safety manager is serving as interim Risk Manager. Back end of budget and FTEs haven't moved yet.

Commissioner Renfield asked if there were capacity concerns for HR taking this on.

Christina Cramer responded that HR is bargaining with all unions except MAPE, but MAPE is doing a limited bargaining as well. Vicky Willard is removed from the ELR processes so that should be fine. The plan is to try to expand the Risk group to add an analyst that can help support the different positions within Risk.

Christina Cramer wants to expand the Leaves division that will also give some coverage for the Workers Comp specialist.

**7. Personnel Management Regulations 44 and 49, Discuss and Approve Proposed Revisions. Christina Cramer, Human Resources Director**

Tentative agreements were made in 2017 On PMR updates. No further action was taken on the PRMs updated in 2017 due to leadership changes, covid etc. When Christina Cramer started in 2023, she was given this project to finish and update.

Unions wanted to adopt the 2017 versions then meet and confer on further changes. Christina wanted to review the changes and make changes prior to any adoptions of the regulations.

The most important were PMR 44 and 49. They had an outside counsel review and made recommendations and met with the Unions to review the policies and changes. HR has met and conferred with the project participants. Now they are coming to the Commission for review and give any feedback then they will go to the Unions for tentative agreement then the Board for approval.

The others may be going as a package. CAL HR needs to review and approve many of these prior to them going to the Board for approval. PMR are a hybrid of Merit rules and regulations. Any PMRs that fall within the Merit system, such as hiring, selection, promotion, layoff, separation etc. Telework or leave policies fall outside the Merit system so we would only send the PMRS for review that would fall within the Merit system principals.

CAL HR now does reviews in-house, and they have requested they only be sent a few at a time and to expect a few weeks turn around.

Unions have been collaborative so far and they have been meeting regularly on the edits/updates since January 2025. More has been reviewed but there was only capacity to provide two copies at this time.

Review copy shows changes color coded to show outside counsel, unions, HR leadership and County Counsel input.

Commissioner Renfield asked a question regarding PMR 49. Does this give the HR Director authority to decide if given authority by County Executive? Will there be an appeal process if request is denied?

Christina Cramer there has to be an interactive process, you must prove you had an interactive process and there is a legal recourse if staff feel their accommodation has been denied unfairly. It is a legal process not a merit process, so the recourse is through legal proceedings through EEO or CA Civil Rights Commission.

Commissioner Hochler had a question regarding sick leaves not rolling over. Christina Cramer responded that it was for contingent hires only. For regular hires sick leave rolls over and doesn't have a cap.

**Approve Proposed Revisions to Personnel Management Regulations 44 & 49**

**MOTION** (Halyard/Hochler) to approve the proposed revisions to Personnel Management Regulations 44 & 49

**AYES** Unanimous

Christina Cramer noted that they will be bringing more PMR revisions before the Commission as they are completed.

**8. Open Discussion**

Commissioner Hochler asked for Labor Bargaining updates. Christina Cramer responded that they are posted on the Human Resources website.

Commissioner Renfield asked if the shifting economy would bring layoffs? Christina Cramer responded that while Health and Human Services could have some impact down the line nothing is anticipated currently.

Commission Gotti asked if there were any impacts to County DEI program. Christina Cramer responded there aren't any changes yet.

**9. Adjournment at 10:15am**

**MOTION** (Hochler/Renfield) to adjourn the meeting.

**AYES** Unanimous