

**PERSONNEL COMMISSION  
REGULAR MEETING #524  
MAY 10, 2023, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Libby Spector at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraon Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Marcela Miranda Michael Garcia	Itzhecatl de la Cruz Sandra Fakaosi Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #524-1:** The Commission approved Agenda #524, May 10, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #524-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #523, April 12, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-2:** carried unanimously.

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

None

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Retitling**

**MOTION #524-3:** The Commission approved retitling the Safe & Healthy Schools Specialist, Senior to School Climate Specialist, Senior, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-3:** carried unanimously.

**B. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #524-4:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-4:** carried unanimously.

**Classification**

- **Quality Systems Program Coordinator, OTBS – Range 49.5**

**C. Public Hearing for the 2023-2024 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission’s proposed Budget for 2023-2024 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

**Location:** Santa Clara County Office of Education  
 1290 Ridder Park Drive  
 San Jose, CA 95131  
 Board Room (First Floor)

**Date:** May 10, 2023  
**Time:** 10:00 a.m.

Open Hearing at: 10:10 a.m. Motion: R. Adams  
 Second: N. Gervase  
 Vote: Approved

Close Hearing at: 10:12 a.m. Motion: R. Adams  
 Second: N. Gervase  
 Vote: Approved

**D. Approval and Adoption of 2023-2024 Personnel Commission Annual Budget**

**MOTION #524-5:** The Commissioners approved and adopted the 2023-2024 Personnel Commission Annual Budget, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #524-5:** carried unanimously.

**PERSONNEL COMMISSION  
 2023-2024 ANNUAL BUDGET  
 SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00

4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$1,103,320.00</b>	<b>\$1,250,486.00</b>

**E. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #524-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #524, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #524-6:** carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Assistant II	04/18/23	OTBS	16	10
2	College Liaison	04/21/23	OTBS	6	6
3	Manager - Tobacco Use Prevention (TUPE)	04/26/23	LT	5	5
4	Accounting Specialist I/II	04/28/23	OTBS	8	5
5	Wellness Center Liaison	04/28/23	OTBS	7	7
6	Family Advocate - Restricted	05/02/23	OTBS	8	7
7	Student Data Specialist	05/03/23	OTBS	1	1

**F. Monthly Vacancy Status Report – May 10, 2023**

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- Sandy Fakaosi and Kris Schmersey were introduced as the SEIU representatives for Personnel Commission meetings.
- CPS staff continue to attend job fairs and most recently attended the Evergreen Valley College job fair and the Alternative Education Adult Probation Resource Fair.
- Yasmeen Husain, Supervisor-Classification & Recruitment has been coordinating with various departments to schedule site visits and has opened the opportunity to other departments in the Human Resources Division. The participants most recently visited Oster (Special Education) and Blue Ridge (Alternative Education). Yasmeen will continue to coordinate more site visits in the coming weeks.
- Classified School Employees Week is coming up on the week of May 22<sup>nd</sup> with fun activities planned for Human Resources staff.
- The Personnel Commission has received an appeal of disciplinary action. A hearing date will be scheduled soon.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, June 14, 2023, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:26 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission