

**PERSONNEL COMMISSION
REGULAR MEETING #533
FEBRUARY 14, 2024, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Nicholas Gervase, Vice President Libby Spector, Member	Marisa Perry Yasmeen Husain Alice Serraon Shahana Shah

OTHERS PRESENT	
Larry Oshodi Yolanda Anguiano Angela Chao Maria dela Cruz Cindy Duran Sandy Fakaosi	Selma Murillo Jaqueline Rodriguez Kris Schmersey Pilar Vasquez-Vialva Alberto Verduzco

III. APPROVAL OF AGENDA

MOTION #533-1: The Commission approved Agenda #533, February 14, 2024, with a change in the agenda order, moving Agenda Item VI-A after Agenda Item VI-C, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #533-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #533-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #531, January 17, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-2: carried unanimously.

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

None

VI. NEW BUSINESS

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #533-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-3: carried unanimously.

Classification

- **Senior Administrator – Superintendent Projects, LT – Range 13**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #533-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #533-4: carried unanimously.

Classification

- **Claims and Reimbursement Specialist, LT – Range 8**

A. Brown Act Overview

Marcel Quinones, Lead Deputy County Counsel for the Office of the County Council of Santa Clara, presented an overview of the Ralph M. Brown Act.

D. Approval / Ratification of Establishing and / or Extending Eligibility Lists

MOTION #533-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #533, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-5: carried unanimously.

E. Monthly Vacancy Status Report – February 14, 2024

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

D. SECRETARY'S REPORT

Director Perry reported on the following:

- The new Classified Personnel Specialist will start on February 26, 2024, and will be introduced at the next meeting.
- Marisa Perry, Yasmeen Husain, Supervisor-Classification and Recruitment, and Alice Serran, Executive Assistant, will be attending the California School Personnel Commissioners Association (CSPCA) Annual Conference on March 3-5, 2024.
- Alice Serran and Kathy Jalaan, Classified Personnel Specialist, recently passed the Society for Human Resource Management-Certified Professional (SHRM-CP) HR certification exam.

E. **FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, March 13, 2024, at 10:00 a.m.

F. **ADJOURNMENT**

The meeting adjourned at 10:42 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission