

**PERSONNEL COMMISSION
REGULAR MEETING #548
MAY 14, 2025, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by Vice President Denise Coleman at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, Vice President Tomara Hall, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon

OTHERS PRESENT	
Dr. David Toston, Sr. Khushwinder Gill, Ed.D. Yolanda Anguiano Angela Ballou	Priscila Caballero Angela Chao Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #548-1: The Commission approved Agenda #548, May 14, 2025, moved by Ms. Tomara Hall, and seconded by Ms. Denise Coleman.

MOTION #548-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #548-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #547, April 9, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #548-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #548-3: The Commission approved revising the classification specification for Senior Executive Assistant – County Superintendent of Schools, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #548-3: carried unanimously.

B. Monthly Vacancy Status Report – May 14, 2025

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

VII. SECRETARY'S REPORT

Director Perry reported the following:

- Classified layoff hearings were held on April 28-29, 2025. Employees who requested a hearing, as well as interested parties, were in attendance. Director Perry testified regarding seniority and bumping.
- Final layoff notices were sent out by certified mail and email. The department will be updating the reemployment list to include all pertinent information for when positions become available.
- The Paraeducator Bid Board is scheduled for May 28, 2025, and will be held over Zoom.
- An employee appeal hearing is tentatively scheduled for June 11, 2025, in closed session.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 11, 2025, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission