

**PERSONNEL COMMISSION  
REGULAR MEETING #557  
FEBRUARY 11, 2026, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President	Marisa Perry
Tomara Hall, Vice President	Yasmeen Husain
Rod Adams, Member	Alice Serran
	Kathy Jalaan
	Shahana Shah

OTHERS PRESENT
Roger Gallizzi
Demerris Brooks
Yolanda Anguiano

**III. APPROVAL OF AGENDA**

**MOTION #557-1:** The Commission approved Agenda #557, February 11, 2026, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #557-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #557-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #556, January 21, 2026, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #557-2:** 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 and Retitling**

**MOTION #557-3:** The Commission approved revising the classification specification and retitling the following classifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #557-3:** carried unanimously.

**Classifications:**

- Executive Assistant retitled to Executive Assistant (Confidential)
- Senior Executive Assistant – County Superintendent of Schools retitled to Senior Executive Assistant – County Superintendent of Schools (Confidential)

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

**C. Reallocation of Employees from Senior Executive Assistant to Senior Executive Assistant (Confidential)**

**MOTION #557-4:** The Commission approved Agenda Items VI-B and VI-C, establishing the following classification and associated classification specification, and reallocating the employees listed within Personnel Commission Agenda #557, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #557-4:** carried unanimously.

**Classification:**

- Senior Executive Assistant (Confidential), LT – Range 7

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

**MOTION #557-5:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #557-5:** carried unanimously.

**Classification:**

- Director II – Human Resources Operations, LT – Range 14

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

**MOTION #557-6:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #557-6:** carried unanimously.

**Classification:**

- Head of Human Resources

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

**MOTION #557-7:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #557, Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #557-7:** carried unanimously.

**G. Monthly Vacancy Status Report – February 11, 2026**

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:

- The team is in the final stages of updating the Classified Seniority List, doing final checks and resolving seniority ties.
- The Classified Personnel Specialist position will be posted for recruitment soon.
- The team will be meeting with the Special Education Department to discuss staffing for next year, including any potential impacts and displacements.

- Commissioner Tomara Hall will be attending the Merit Academy starting in March 2026.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, March 11, 2026, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:17 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission