

**PERSONNEL COMMISSION  
REGULAR MEETING #558  
MARCH 11, 2026, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Denise Coleman at 10:01 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Alice Serrao

OTHERS PRESENT
Yolanda Anguiano Rebecca Carlton Angela Chao

**III. APPROVAL OF AGENDA**

**MOTION #558-1:** The Commission approved Agenda #558, March 11, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #558-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #558-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #557, February 11, 2026, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #558-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval of Rescinding Establishment of Classification Specification**

**B. Approval of Classification Specification Revision**

**MOTION #558-3:** The Commission approved Agenda Items VI-A and VI-B, rescinding the establishment of Senior Executive Assistant (Confidential) from Personnel Commission Meeting # 557 on February 11, 2026, and revising the Senior Executive Assistant classification, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #558-3:** carried unanimously.

**C. Approval of the Personnel Commission Meeting Calendar for 2026-2027**

**MOTION #558-4:** The Commission approved the proposed Personnel Commission Meeting Calendar for 2026-2027 within Personnel Commission Agenda #558, moved by M. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #558-4:** carried unanimously.

Date	Day	Meeting Category
July 8, 2026	Wednesday	Regular
August 12, 2026	Wednesday	Regular
September 9, 2026	Wednesday	Regular
October 14, 2026	Wednesday	Regular
November 18, 2026	Wednesday	Regular
December 9, 2026	Wednesday	Regular
January 20, 2027	Wednesday	Regular
February 10, 2027	Wednesday	Regular
March 10, 2027	Wednesday	Regular
April 14, 2027	Wednesday	Regular
May 12, 2027	Wednesday	Regular
June 9, 2027	Wednesday	Regular

**D. Personnel Commission Budget: 2026-2027 (First Reading)**

Director Perry submitted for review the Personnel Commission's Proposed Budget for the 2026-2027 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in April.

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

**MOTION #558-5:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #558, Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #558-5:** carried unanimously.

**F. Monthly Vacancy Status Report – March 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:

- Classified Personnel Services will be sending two team members to the CSPCA Conference on March 15-17, 2026.
- March 15 notices have been sent out by mail. Director Perry will give a detailed update at the next Personnel Commission meeting.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, April 8, 2026, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:16 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission