

**PERSONNEL COMMISSION
REGULAR MEETING #550
JULY 9, 2025, 10:00 A.M.
UNAPPROVED 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	Marisa Perry
Denise Coleman, Vice President	Yasmeen Husain
Tomara Hall, Member	Alice Serran
	Shahana Shah

OTHERS PRESENT	
Khushwinder Gill, Ed.D.	Angela Chao
Stephanie Gomez	Maria Dela Cruz
Yolanda Anguiano	

III. APPROVAL OF AGENDA

MOTION #550-1: The Commission approved Agenda #550, July 9, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #550-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #550-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #549, June 11, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #550-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Classified Layoffs Update

Director Marisa Perry provided an update on Classified layoffs and layoff rescissions (attached).

B. Approval of Classification Specification Revision

MOTION #550-3: The Commission approved revising the classification specification for Manager - Purchasing Services, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #550-3: carried unanimously.

C. Approval of Classification Specification Retitling and Revision

MOTION #550-4: The Commission approved revising the classification specification and retitling the classification Associate Teacher - Infant/Toddler to Associate Teacher - Infant/Toddler - Restricted, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #550-4: carried unanimously.

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

MOTION #550-5: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #550, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #550-5: carried unanimously.

E. Monthly Vacancy Status Report – July 9, 2025

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

VII. SECRETARY'S REPORT

There are no additional updates at this time aside from the Classified Layoffs Update (Item VI-A).

VIII. CLOSED SESSION

A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/Appeals

The Commission went into closed session at 10:31 a.m. The closed session ended at 10:47 a.m.

IX. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

No actions taken during closed session.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 13, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:48 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

(AGENDA ITEM VI-A)
CLASSIFIED LAYOFFS UPDATE
JULY 9,2025

INTRODUCTION

This report provides the Personnel Commission with an update regarding layoff and layoff rescission activities.

REVIEW

- March 15, 2025 – Preliminary Layoff Notices
- Layoff Hearing Held April 28-29
- May 15, 2025 – Final Layoff Notices
- May 28, 2025 – Paraeducator Bid Board
- June 17, 2025 – Administrative/Clerical Positions Bid Board
- June 18, 2025 – Custodian Bid Board
- June 30, 2025 – Head Start grant award letter received

EARLY LEARNING SERVICES

- Mid-June - Began meeting with Early Learning Services (ELS) leadership to discuss staffing numbers should the Head Start grant be awarded.
- Received a list of positions that would remain eliminated even if the grant were to be awarded.
 - June 25 – Emailed employees in these positions to notify them of continued position elimination and that they may or may not have bump rights.
- Received a list of positions that ELS planned to establish if grant were to be received.
- Began analysis to prepare for rescinding layoff notices or offering reemployment to ELS employees should the grant be received.
 - Utilizing the Classified Seniority List, we conducted a thorough analysis of each impacted employee's seniority and employment history, including previously held classifications with ELS, to determine their placement options and rights.
 - We thoroughly documented each employee's work history, seniority status, rights and outcome in a spreadsheet and bump charts.
 - We reviewed the details above multiple times.
- June 30 – Received notice that the Head Start grant had been awarded.
 - Emailed update to all ELS staff notifying them of their continued employment, details pending, or confirming that their position would remain eliminated.

- The CPS Team called all ELS employees who received the notice of continued employment to ensure that they read the email.
- Reviewed impact of these rescission outside of ELS department.
 - Reviewed bumping in administrative/clerical and Custodian classifications and to determine which layoff notices could be rescinded.
 - Created and sent notices rescinding layoffs.
 - Sent notice to administrative/clerical employees who had previously selected a new position at Bid Board that their placement would be impacted and would need to be reevaluated.
- July 1 - Prepared official letters rescinding layoff including bumping details.
 - Held letters pending confirmation of planned establishment of positions.
- July 1 – Non-ELS administrative/clerical employees
 - Emailed supervisors who were expecting new staff members to report for duty that due to the impact of receiving the Head Start grant, their new employee would not report that day.
 - Contacted administrative/clerical employees outside of ELS who needed to select a new position, shared their options and recorded their selection.
 - Updated supervisors on who their new staff member would be.
- Week of June 30 – Met with ELS leadership to determine which classroom staff would need to attend Bid Board.
- July 7 – Met with SEIU and ELS leadership to review Bid Board participants and available positions.
- Scheduled Bid Board for July 11.
 - Invited participants on July 7.
- July 8 – Received confirmation that the ELS positions establishments had been reviewed by Business Services. Pending confirmation of official establishment of expected positions.

NOTICES OF RESCINDING LAYOFF

- 50 Layoff notices rescinded because employees elected to exercise their bump rights within their current classification.
- 131 Layoff Notices Rescinded
 - 111 due to impact of receipt of Head Start grant award. Impact inside and outside of ELS.
 - 20 due to other reasons

IMPACT

INITIAL IMPACT

IMPACT	#
Employees laid off, bump rights to previously held class	24
Employees laid off, no bump rights	249
Total Employees Laid Off	273

*Does not include employees who received layoff notice and bumped within current classification.

UPDATED IMPACT

LAYOFF RESCINDED	#
Layoff Notices rescinded	135
Total Number Rescinded	135

*Does not include employees who received layoff notice and bumped within current classification.

LAYOFF	#
Employees laid off, bump rights to previously held class	23
Employees laid off, no bump rights	88
Total Employees Laid Off	111

CONCLUSION

- Names of employees who were laid off or demoted in lieu of layoff will be added to the 39-month reemployment list. Those who accept a voluntary demotion in lieu of layoff will remain on the list for 63 months.
- Reemployment offers will be made in seniority order, as positions become available.
- Will send out official notices of rescinding layoff to ELS staff.
- Will create and process appropriate paperwork to document movement following bumping and Bid Boards.