

**PERSONNEL COMMISSION
REGULAR MEETING #554
NOVEMBER 12, 2025, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:05 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Roger Gallizzi Angela Ballou Rebecca Carlton Charles Doan	Eugene Santillan Kris Schmersey Nabil Shahin Pilar Vasquez-Vialva

III. APPROVAL OF AGENDA

MOTION #554-1: The Commission approved Agenda #554, November 12, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #554-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #554-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #553, October 8, 2025, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

MOTION #554-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Personnel Commission Annual Report 2024-2025

MOTION #554-3: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2024-2025 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #554-3: carried unanimously.

B. Approval of Classification Specification Revision, Retitling and Reallocation

MOTION #554-4: The Commission approved revising the classification specification, range modification and retitling the classification Director III – Human Resources/Classified & Employee Benefits to Director – Human Resources/Classified, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #554-4: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #554-5: The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #554-5: carried unanimously.

Classification

- Director – Ethics & Compliance Investigations, LT – Range 16

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #554-6: The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

MOTION #554-6: carried unanimously.

Classification

- School Health Systems Compliance Analyst, LT – Range 8

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #554-7: The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #554-7: carried unanimously.

Classification

- Campus Monitor/Youth Advocate - Lead, OTBS – Range 42.5

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

MOTION #554-8: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #554, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #554-8: carried unanimously.

G. **Monthly Vacancy Status Report – November 12, 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:

- The pending appeal hearing has been postponed and will be rescheduled.
- The team is currently working on the classification study. Director Perry shared the next steps that will be taken to complete the process.

VIII. **FUTURE MEETINGS OR DISCUSSION ITEMS**

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

IX. ADJOURNMENT

The meeting adjourned at 10:39 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive, flowing style.

Marisa Perry
Ex-Officio Secretary, Personnel Commission