

**PERSONNEL COMMISSION  
REGULAR MEETING #555  
DECEMBER 10, 2025, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:07 a.m.

**II. ROLL CALL**

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

OTHERS PRESENT	
Angela Ballou	Jessica Simpson

**III. APPROVAL OF AGENDA**

**MOTION #555-1:** The Commission approved Agenda #555, December 10, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #555-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #555-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #554, November 12, 2025, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #555-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Oath of Office – Rod Adams**

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rod Adams. A signed copy of the Oath of Office is on file.

**B. Approval of Classification Specification Revision and Retitling**

**MOTION #555-3:** The Commission approved revising the classification specification and retitling the classification Senior Legislative and Policy Analyst to Legislative and Policy Analyst, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #555-3:** carried unanimously.

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

**MOTION #555-4:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #555, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

**MOTION #555-4:** carried unanimously.

**D. Monthly Vacancy Status Report – December 10, 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:

- Recruitment activity has increased, and the department continues to receive Requests to Fill for vacant positions.
- The team is updating our process documentation.
- Work on the classification study is ongoing. Director Perry provided an update on the status and the steps the team is taking to complete the process.

Rod Adams noted that an upcoming agenda will include a discussion on the organization of the Personnel Commission and provided an overview of how this was handled in the past.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, January 21, 2026, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:18 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission