I. **CALL TO ORDER**
The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. **ROLL CALL**

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Gervase, President</td>
<td>Marisa Perry</td>
</tr>
<tr>
<td>Rodney Martin, Vice President</td>
<td>Linda Gore</td>
</tr>
<tr>
<td>Libby Spector, Member</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Ann Dewan</td>
<td>Charles Doan</td>
</tr>
<tr>
<td>Larry Oshodi</td>
<td>Kellie Guevara</td>
</tr>
<tr>
<td>Angela Ballou</td>
<td>Robin Hall</td>
</tr>
</tbody>
</table>

III. **APPROVAL OF AGENDA**

**MOTION #497-1:** The Commission approved Agenda #497, February 10, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #497-1:** carried unanimously.

IV. **APPROVAL OF MINUTES**

**MOTION #497-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #496, January 13, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #497-2:** carried unanimously.

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

None

VI. **NEW BUSINESS**

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

**MOTION #497-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #497-3:** carried unanimously.

Classification
- Manager – Media and Marketing, Range 11

Robin Hall, Director III – Creative Impact, addressed the Commission and provided information on the department’s various functions and the need for this new position. It was noted the current Supervisor – Public Information position that has been on hold, will be eliminated.

MOTION #497-4: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2019-2020 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. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #497-4: carried unanimously.

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

MOTION #497-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #497, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-5: carried unanimously.

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data Engineer</td>
<td>1/5/2021</td>
<td>OTBS</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Family &amp; Provider Specialist</td>
<td>1/8/2021</td>
<td>OTBS</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Teacher Assistant I</td>
<td>1/12/2021</td>
<td>AIDES</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Utility Person</td>
<td>1/15/2021</td>
<td>OSS</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Custodian</td>
<td>2/2/2021</td>
<td>OSS</td>
<td>11</td>
<td>9</td>
</tr>
</tbody>
</table>

D. Monthly Vacancy Status Report – February 10, 2021

Ms. Marisa Perry, Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY’S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff will begin the annual Seniority List update next week for publication the end of March.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, March 10, 2021, at 10:00 a.m., via Zoom.

IX. CLOSED SESSION (10:18 a.m.)

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Title: Director III – Human Resources / Classified Personnel Services

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (10:32 a.m.)

A. No actions to report

XI. ADJOURNMENT

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

[Signature]

Marisa Perry
Ex-Officio Secretary, Personnel Commission