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>Larry Oshodi</td>
<td>Veronica Garza</td>
</tr>
<tr>
<td>Angela Ballou</td>
<td>James Howarth</td>
</tr>
<tr>
<td>Allison Book-Arango</td>
<td>Marcela Miranda</td>
</tr>
<tr>
<td>Tammy Dhanota</td>
<td>Angela Walker</td>
</tr>
</tbody>
</table>

III. **APPROVAL OF AGENDA**

MOTION #501-1: The Commission approved Agenda #501, June 9, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #501-1: carried unanimously.

IV. **APPROVAL OF MINUTES**

MOTION #501-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #500, May 12, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-2: carried unanimously.

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

None

VI. **NEW BUSINESS**

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

MOTION #501-3: The Commission approved revising the classification specification and retitling the classification Research Analyst, Senior/Grant Writer to Grant Writer/Research Analyst, Senior, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-3: carried unanimously.

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

MOTION #501-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #501-4: carried unanimously.
Classification
  • Grant Writer/Research Analyst, Associate, Range 55.5

Allison Book-Arango, Director – Grants & Partnerships, gave an overview of the department and the work performed.

C. Approval of Classification Specification Reallocation and Revision
MOTION #501-5: The Commission approved revising the classification specification and range modification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #501-5: carried unanimously.

Classification
  • Mental Health School Wellness Specialist, Range 59.0

Dr. Angela Walker, Administrator – Youth Health & Wellness, provided an overview of the purpose and logistics of the Wellness Centers.

D. Approval of Establishing Classification and Associated Classification Specification
MOTION #501-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #501-6: carried unanimously.

Classification
  • Wellness Center Liaison, Range 44.0

E. Approval of Establishing Classification and Associated Classification Specification
MOTION #501-7: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #501-7: carried unanimously.

Classification
  • Data Systems and Communications Specialist, Range 46.0

Veronica Garza, Manager – ECIDS, provided an overview of the department and the need for this classification.

F. Approval of Establishing Classification and Associated Classification Specification
MOTION #501-8: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #501-8: carried unanimously.

Classification
  • Paraeducator - Intervention, Range 37.0

Dr. Angela Ballou, Occupational Therapist, inquired about the funding and itinerant nature of the position, as well as transfer opportunities. Discussion ensued. Dr. Ballou inquired about mileage reimbursement for this position. James Howarth, Assistant Director of Special Education mentioned some possible options. Discussion ensued.
G. Approval / Ratification of Establishing and / or Extending Eligibility Lists

**MOTION #501-9:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #501, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #501-9:** 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>Chief Business Officer</td>
<td>05/06/21</td>
<td>EXEC.</td>
<td>9</td>
<td>Unranked</td>
</tr>
<tr>
<td>2</td>
<td>Paraeducator - Special Education (Bilingual ASL)</td>
<td>05/13/21</td>
<td>AIDES</td>
<td>1</td>
<td>Unranked</td>
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<tr>
<td>3</td>
<td>Manager - Media and Marketing</td>
<td>05/14/21</td>
<td>LT</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Supervisor - Head Start Family Health Services -</td>
<td>05/17/21</td>
<td>LT</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Migrant Education Program Recruiter</td>
<td>05/19/21</td>
<td>OTBS</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Community Engagement/Public Relations Specialist</td>
<td>05/20/21</td>
<td>OTBS</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Teacher Assistant - Educare</td>
<td>05/27/21</td>
<td>AIDES</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>


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

VII. SECRETARY’S REPORT

Director Perry reported on the following:

A. Staffing Updates
   The Paraeducator Bid Board for displaced and voluntary transfers will be held on June 15. There are 56 scheduled to attend.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 14, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:39 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission