I. CALL TO ORDER
The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libby Spector, President</td>
<td>Marisa Perry</td>
</tr>
<tr>
<td>Nicholas Gervase, Vice-President</td>
<td>Alice Serraon</td>
</tr>
<tr>
<td>Rod Adams, Member</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mary Ann Dewan</td>
<td>Chaunise Powell</td>
</tr>
<tr>
<td>Larry Oshodi</td>
<td>Rick Cleary</td>
</tr>
<tr>
<td>Stephanie Gomez</td>
<td>Angela Ballou</td>
</tr>
<tr>
<td>Marie Bacher</td>
<td>Tammy Dhanota</td>
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<tr>
<td>Marcela Miranda</td>
<td>Kris Schmersey</td>
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III. APPROVAL OF AGENDA
MOTION #519-1: The Commission approved Agenda #519, December 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #519-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #519-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #518, November 9, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #519-2: 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, Retitling, and Reallocation
MOTION #519-3: The Commission approved revising the classification specification, retitling and range modification for the classification of Custodian to Custodian I/II, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.
MOTION #519-3: carried unanimously.
Marisa Perry provided detailed information on the changes and distinguishing characteristics between level I and level II, as well as the reasoning behind the proposed changes. Member Adams asked a question about the process for advancing from level I to level II. Marisa Perry provided response. Vice-President Gervase commented on the requirements and procedure for moving into Level II and shared concerns about the concept of an alternate class series. Director Perry discussed the difference between a promotion and series advancement as specified in the Merit Rules. Discussion ensued.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-4: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-5: carried unanimously.

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-6: carried unanimously.

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

MOTION #519-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #519, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-7: carried unanimously.

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>ELIGIBLE LIST DATE EST.</th>
<th>UNIT</th>
<th># OF ELIGIBLE</th>
<th># OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Education Program Analyst</td>
<td>11/03/22</td>
<td>OTBS</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Technology Support Analyst</td>
<td>11/03/22</td>
<td>OTBS</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Paraeducator - Opportunity Youth Academy</td>
<td>11/04/22</td>
<td>AIDES</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
F. Monthly Vacancy Status Report – December 14, 2022
Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

MOTION #519-8: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2021-2022 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 Mr. Nicholas Gervase.
MOTION #519-8: carried unanimously.

VII. SECRETARY’S REPORT
Director Perry reported on the following:

• Final interviews were conducted for the Classified Personnel Specialist vacancy, and a selection has been made. Introductions will be made after paperwork is finalized.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS
The next Personnel Commission regular meeting is scheduled for Wednesday, January 11, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT
The meeting adjourned at 10:54 a.m.

Respectfully submitted,

[Signature]

Marisa Perry
Ex-Officio Secretary, Personnel Commission