

**PERSONNEL COMMISSION
REGULAR MEETING #536
MAY 8, 2024, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Nicholas Gervase, Vice President	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Yolanda Anguiano Angela Chao Maria dela Cruz Julie Haneta	Selma Murillo Fawn Myers Ana Reyes Alberto Verduzco

III. APPROVAL OF AGENDA

MOTION #536-1: The Commission approved Agenda #536, May 8, 2024, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #536-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #536-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #535, April 10, 2024, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #536-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Classification and Compensation Study

Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the

Object Code	Description	ADOPTED 2023-24 BUDGET	PROPOSED 2024-25 BUDGET
2320-00	Executive Assistant – Classified	114,198	128,562
2360-00	Director – Classified	208,162	212,325
2395-00	Other Management – Classified	145,748	156,986
2425-00	Other Specialists/Technicians	286,280	286,466
3000-00	Employee Benefits	384,773	415,456
3402-00	Commissioner Benefits	43,571	49,875
4300-00	Materials & Supplies	3,214	3,214

4400-00	Non-Capitalized Equipment	2,340	2,340
5200-00	Travel & Conferences	4,615	5,611
5277-00	Travel Recruitment	500	500
5299-00	Mileage Reimbursement	312	312
5300-00	Dues & Memberships - SCCOE	4,200	4,200
5310-00	Dues & Memberships - Individual	365	365
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	3,800	2,750
5710-32	Zoom Licenses	300	354
5800-00	Contract Services – Other	5,835	5,835
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	31,836	31,836
5819-00	Caterers	1,000	1,000
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,250,486	\$1,317,424

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

MOTION #536-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #536, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #536-4: carried unanimously.

E. Monthly Vacancy Status Report – May 8, 2024

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

F. SECRETARY'S REPORT

Director Perry reported on the following:

- Yasmeen Husain, Supervisor - Classification and Recruitment, continues to coordinate with Head Start, Blue Ridge, Migrant Education, and Youth Health & Wellness for site visits.
- Yasmeen Husain and Kathy Jalaan, Classified Personnel Specialist, will be attending a Job Analysis training in June.

- Personnel Services Division will be celebrating Classified Employee Week on the week of May 20th.

G. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 12, 2024, at 10:00 a.m.

H. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission