

**PERSONNEL COMMISSION  
REGULAR MEETING #544  
JANUARY 15, 2025, 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 Libby Spector, Vice President Denise Coleman, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraoon Shahana Shah

OTHERS PRESENT
Khushwinder Gill Angela Ballou Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #544-1:** The Commission approved Agenda #544, January 15, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #544-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #544-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #543, December 11, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

**MOTION #544-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

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

**MOTION #544-3:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #543, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #544-3:** carried unanimously.

**B. Monthly Vacancy Status Report – January 15, 2024**

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 on the following:

- The Classified Personnel Services, in collaboration with the certificated recruitment team, will be attending the open house event at Educare to talk about employment opportunities.
- The updated Classified Personnel Services website is live.
- The team is actively working on updating the department's process manual.
- We are in the final stages of updating the Seniority List.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, February 12, 2025, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:06 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission