

**PERSONNEL COMMISSION
REGULAR MEETING #545
FEBRUARY 12, 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 #545-1: The Commission approved Agenda #545, February 12, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #545-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #545-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #544, January 15, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

MOTION #545-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Overview of Appeal of Disciplinary Action and Hearing Procedure

Director Marisa Perry gave an overview of the role of the Personnel Commission and the procedures for appeals of disciplinary action.

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

MOTION #545-3: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #545, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

MOTION #545-3: carried unanimously.

C. Monthly Vacancy Status Report – February 12, 2025

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 Seniority List has been completed and posted.
- Ties in seniority have been identified and will be addressed by conducting a seniority tiebreaker.
- Classified Personnel Services will be attending the California School Personnel Commissioners Association (CSPCA) Conference, as well as the WRIPAC (Western Region Intergovernmental Personnel Assessment Council) training on Developing and Administering Structured Interviews.
- The team is actively working on reviewing letter templates.
- This is Ms. Libby Spector's last meeting as a Personnel Commissioner, after serving for 26 years. Director Perry conveyed gratitude to Ms. Spector, and additional messages of appreciation were given by Mr. Adams and Ms. Coleman.

VIII. CLOSED SESSION

A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals

The Commission went into closed session at 10:41 a.m. The closed session ended at 10:57 a.m.

IX. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

No actions taken during closed session.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

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

XI. ADJOURNMENT

The meeting adjourned at 10:59 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission