

**PERSONNEL COMMISSION
REGULAR MEETING #547
APRIL 9, 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 Denise Coleman, Vice President Tomara Hall, Member	Marisa Perry Yasmeen Husain Amy Luna Alice Serraoon Shahana Shah

OTHERS PRESENT
Angela Ballou Angela Chao Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #547-1: The Commission approved Agenda #547, April 9, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #547-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #547-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #546, March 12, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #547-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Public Hearing for the 2025-2026 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission's proposed Budget for 2025-2026 was scheduled for the location, date, and time specified below. Members of the Governing Board, Interim Superintendent, Administration, employee representatives, employees, and the public were invited to comment.

Location: Santa Clara County Office of Education
1290 Ridder Park Drive, San Jose, CA 95131
Board Room (First Floor)

Date: April 9, 2025
Time: 10:00 a.m.

Open Hearing at: 10:02 a.m.Motion: R. AdamsSecond: T. HallVote: ApprovedClose Hearing at: 10:03 a.m.Motion: R. AdamsSecond: D. ColemanVote: Approved**B. Approval and Adoption of 2025-2026 Personnel Commission Annual Budget**

MOTION #547-3: The Commissioners approved and adopted the 2025-2026 Personnel Commission Annual Budget, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #547-3: carried unanimously.

**PERSONNEL COMMISSION
2025-2026 ANNUAL BUDGET
SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	Adopted 2024-25 Budget	Proposed 2025-26 Budget
2320-00	Executive Assistant – Classified	128,562	136,331
2360-00	Director – Classified	212,325	212,325
2395-00	Other Management – Classified	156,986	164,360
2425-00	Other Specialists/Technicians	286,466	291,337
3000-00	Employee Benefits	415,456	432,750
3402-00	Commissioner Benefits	49,875	31,155
4300-00	Materials & Supplies	3,214	3,214
4400-00	Non-Capitalized Equipment	2,340	2,340
5200-00	Travel & Conferences	5,611	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
5710-14	USPS		263
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	2,750	2,625
5710-32	Zoom Licenses	354	354
5800-00	Contract Services – Other	5,835	4,697
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	31,836	33,336
5819-00	Caterers	1,000	500
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,317,424	\$1,336,012

C. Monthly Vacancy Status Report – April 9, 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 the following:

- Classified layoff hearings are scheduled for April 15-16, 2025. Approximately 165 employees are expected to participate in the hearing which will be held virtually and will be open to the public.
- Final layoff notices will be sent out by the May 15 deadline.
- Layoffs for two employees have been rescinded.
- Yasmeen Husain, Supervisor – Classification and Recruitment, is leading projects within the team and the Personnel Services Division. The team has already met with other departments, including Benefits, Onboarding & Certificated Recruitment, and Resource Support Services.
- The department will also be working on the website update for the Personnel Services Division.

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 10:14 a.m. The closed session ended at 10:22 a.m.

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

No actions taken during closed session. It is anticipated that an employee appeal hearing will be scheduled for June 11, 2025.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 14, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission