

**PERSONNEL COMMISSION
REGULAR MEETING #539
AUGUST 14, 2024, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by Vice-President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Jessica Bonduris Khushwinder Gill Lee Anderson	Angela Ballou Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #539-1: The Commission approved Agenda #539, August 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #539-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #539-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #538, July 10, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #539-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #539-3: The Commission approved revising the classification specification and retitling the classification Manager - Network & Technical Services to Manager - Technology Support Services, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #539-3: carried unanimously.

B. Approval of Classification Specification Retitling and Revision

MOTION #539-4: The Commission approved revising the classification specification and retitling the classification Manager – Tobacco Use Prevention Education to Manager – Health Education and Tobacco Prevention, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #539-4: carried unanimously.

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

MOTION #539-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #539, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #539-5: carried unanimously.

D. Monthly Vacancy Status Report – August 14, 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:

- Benefits Open Enrollment period is set for August 19-30, 2024. Commissioners will receive postcards with information.
- The Annual Classified Job Fair is scheduled for October 5, 2024. Classified Personnel Services will be assisting with this event.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 11, 2024, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission