

**PERSONNEL COMMISSION
REGULAR MEETING #534
MARCH 13, 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 Libby Spector, Member	Marisa Perry Yasmeen Husain Amy Luna Alice Serraon Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Yolanda Anguiano Angela Chao	Maria dela Cruz Alberto Verduzco

III. APPROVAL OF AGENDA

MOTION #534-1: The Commission approved Agenda #534, March 13, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #534-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #534-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #533, February 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #534-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Dr. Mary Ann Dewan, County Superintendent of Schools

Superintendent Dewan addressed the commission and provided Office, State budget, and student enrollment updates. She also distributed copies of the Annual Report to the Commissioners and thanked them for supporting SCCOE initiatives.

B. Approval of the Personnel Commission Meeting Calendar for 2024-2025

MOTION #534-3: The Commission approved the proposed Personnel Commission Meeting Calendar for 2024-2025 within Personnel Commission Agenda #534, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #534-3: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	10	2024	Wednesday	Regular
August	14	2024	Wednesday	Regular
September	11	2024	Wednesday	Regular
October	9	2024	Wednesday	Regular
November	13	2024	Wednesday	Regular
December	11	2024	Wednesday	Regular
January	15	2025	Wednesday	Regular
February	12	2025	Wednesday	Regular
March	12	2025	Wednesday	Regular
April	9	2025	Wednesday	Regular
May	14	2025	Wednesday	Regular
June	11	2025	Wednesday	Regular

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

MOTION #534-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #534, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #534-4: carried unanimously.

D. Monthly Vacancy Status Report – March 13, 2024

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

E. SECRETARY'S REPORT

Director Perry reported on the following:

- Amy Luna was introduced as the new Classified Personnel Specialist. She will attend the Merit Academy starting in March 2024.
- Marisa Perry and Alice Serrao will attend a virtual job analysis workshop from WRIPAC.
- Yasmeen Husain will coordinate with other departments to schedule site visits.

F. FUTURE MEETINGS OR DISCUSSION ITEMS

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

G. ADJOURNMENT

The meeting adjourned at 10:25 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission